AGENDA

Trustees of the Peabody Institute Library

7:00 p.m.

Wednesday, May 9, 2012

Archives

Call to Order                         Mary Beth Verry
Pledge of Allegiance                  Mary Beth Verry
Citizen Comments
Welcome to new Trustee               Mary Beth Verry
Reorganization of Board               Mary Beth Verry
To act on the minutes of April 11, 2012 Mary Beth Verry
To act on the Chairperson’s Report    Mary Beth Verry
To act on Committee Assignments      Mary Beth Verry
To act on the Treasurer’s Report
To act on the Reports of Standing Committees

Buildings & Grounds/
Renovations                             Mike Hagan
Lyceum                                  Kathy Lopes

To act on the Reports of the Ad HOC Committees

No Reports

To act on the Director’s Report         Alan Thibeault
- Policy: Unaccompanied Children/Adults in Need

Adjournment                             Mary Beth Verry

Absent: Reni Conte

Pledge of Allegiance was led by Chairperson Verry. There were no citizens attending nor were there any citizen comments to present.

Chairperson Mary Beth Verry welcomed C.R. Lyons to the Board of Trustees.

Chairperson Verry announced that there would be no trustee meeting in July or August unless needed.

Committee Reorganization:

Before any nominations were read, Trustee Julie Curtis read from the Trustee Handbook that some boards limited the number of terms for which their Chairpersons could be elected.

Chairperson Verry announced that the following officers needed to be elected: Chair, Vice Chair, Clerk, Treasurer, Assistant Treasurer, Recording Secretary.

Library Director Alan Thibeault then opened nominations the office of Chairperson.

A motion was made by Wilbur Cobb and seconded by T. Frank Tyrrell, Jr. to nominate Mary Beth Verry as Chairperson. After no one else stated they were interested in running for the Chairperson, a motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to close nominations. Motion passed unanimously.

Chairperson Verry then opened nominations for the remaining offices.

A motion was made by T. Frank Tyrrell, Jr. and seconded by C.R. Lyons to nominate Wilbur Cobb as Vice Chair. After no one else stated they were interested in running for the Vice Chairperson, a motion was made by T. Frank Tyrrell, Jr. and seconded by Michael Hagan to close nominations. Motion passed unanimously.

A motion was made by Michael Hagan and seconded by Julie Curtis to nominate Charles Desmond as Treasurer. After no one else stated they were interested in running for the Treasurer position, a motion was made by T. Frank Tyrrell, Jr. and seconded by C.R. Lyons to close nominations. Motion passed unanimously.

A motion was made by Wilbur Cobb and seconded by Julie Curtis to nominate C.R. Lyons as the Assistant Treasurer. After no one else stated they were interested in running
for the Assistant Treasurer position, a motion was made by T. Frank Tyrrell and seconded by Wilbur Cobb to close nominations. Motion passed unanimously.

A motion was made by Kathleen Lopes and seconded by Charles Desmond to nominate T. Frank Tyrrell, Jr. as the Clerk. After no one else stated they were interested in running for the Clerk position, a motion was made by Kathleen Lopes and seconded by C.R. Lyons to close nominations. Motion passed unanimously.

A motion was made by T. Frank Tyrrell, Jr. and seconded by Kathleen Lopes to nominate Julie Curtis as recording secretary. After no one else stated they were interested in running for the Recording Secretary position, a motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to close nominations. Motion passed unanimously.

Library Director Alan Thibeault will make the necessary changed to the Trustees roster and library Web site to reflect the new Board composition. Sue Kontos, the library bookkeeper, will meet with newly-elected Treasurer Charles Desmond and former Treasurer Frank Herschede to exchange treasurer information and make necessary changes to library accounts. Chairperson Verry handed out list of committees and asked trustees to sign their names next to any committee(s) they were interested in serving on. Verry pointed out there was a new Committee, the Fundraising Committee and that she would like the first meeting of this committee be held in either late May or early June.

**Secretary Minutes:** A motion was made by T. Frank Tyrrell, Jr. and seconded by Wilbur Cobb to accept the April 11, 2012 Secretary Minutes as printed. Motion passed unanimously.

**Report of the Lyceum Committee:**

Chairperson Kathleen Lopes presented the following: The program with Miss Judi attracted 100 people and went very well. Jim Reardon also did a program on ‘Couponing’. The Young Adult Programs “Wolf Talks” and “Stone Walls” were well attended and were well liked. There are no other programs except for the Summer Reading program scheduled until the fall. Chairperson Lopes asked anyone with suggestions on future programs to speak with her. Chairperson Verry complimented Kathleen Lopes on a job well done. Chairperson Verry asked Lopes compile a list of programs offered last year as well as attendance at each program and forward to Director Thibeault to place in the library annual report.

**Report of the Chairperson:**

The Trustees have reviewed the Unattended Children/Adults in Need Policy. We were informed that Town Counsel David DeLuca had approved the policy as written and saw no need for modification. A motion was made by Michael Hagan and seconded by Kathleen Lopes to accept the new policy as written. Motion passed unanimously. Director Thibeault said the staff would be informed of the policy approval and the policy will be posted on the library web-site.
Last Monday, April 30th, was an exciting day for the Peabody Institute Library thanks to Town Archivist Richard Trask who, when reviewing the Putnam family papers, came across several historical documents belonging to the Commonwealth of Virginia. In a ceremony attended by Carl Childs, Deputy Coordinator for the Archives of the Commonwealth of Virginia, as well as a packed house, including Trustee Wilbur Cobb, T. Frank Tyrrell, Jr. and Frank Herschede, the documents were formerly given back to Virginia. This gift was even more precious as the county has only a few surviving records from the pre-Civil War period, said Childs.

Chairperson Verry spoke about the recent appearance before the Town Finance Committee on April 24th. She added the Finance Committee was very supportive of the library, with one comment being, we wish we could give you more! At the end of the library’s budget presentation, the Finance Committee voted to approve our budget. The next step in the budget process is the May 21st Town Meeting when our budget would be presented for a final vote.

**Report of the Treasurer:**

Chairperson Verry will forward the Trustees a budget including end of the fiscal year line items. Attention is being paid regarding expenditures in hopes of avoiding overspending at the end of the year. Former Trustee and Treasurer Frank Herschede will be handing over paperwork and Chairperson Verry will have Assistant Treasurer Lyons speak with Carley Duggan from Edward Jones Investments.

**Report of the Building and Grounds:**

Trustee Michael Hagan and Director Alan Thibeault looked at the stairway facing the Sylvan Street side of the building. It is in serious need of renovation including new paint and carpeting. This area has had continuous problems with vandalism. An additional surveillance camera will installed in hopes of recording who is doing the vandalism and hopefully deterring others from causing problems. Director Thibeault estimated that the additional camera will cost between $700-$1000. It is suggested to wait until after July 1st before installing camera.

Trustee Hagan reported the Danvers Police have been driving through and checking the Pond Street area Gazebo as well as any parking problems.

**Report of the Library Director:**

Director Thibeault reported that one of the items being presented to the Town Meeting Members for approval is a warrant for serving of alcohol during special events at both the Senior Center and the Library.
The circulation report will be e-mailed to the Trustees. The library is on pace to exceed last years numbers by approximately 1%.

Due to the implementation of the Evergreen Library System, the library will be closed on May 26th and there will be a delayed opening to 12:00 Noon on May 29th to test the Evergreen implementation and to accommodate ILL delivery processing. The last group of formal training in the Evergreen system has taken place and the staff feels they are in good shape. The Evergreen System is the same as used by the Merrimack Valley Library Cooperative (MVLC) and the Central/Western Massachusetts Regional System (C/W MARS). All NOBLE libraries will begin using Evergreen on May 29th.

There will be a vote by member libraries on June 7, 2012 on a newly-proposed NOBLE membership assessment formula. If approved, the new basic assessment will drop 10.8% over a three year period. Our basic assessment is paid through the town budget.

**Adjournment:** A motion was made by C.R. Lyons and seconded by T. Frank Tyrrell, Jr. to adjourn the May 2012 Trustee meeting at 8:00 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary