AGENDA

Trustees of the Peabody Institute Library

7:00 p.m.

Wednesday, November 14th, 2012

Archives

Call to Order

Pledge of Allegiance

Citizen Comments

To act on the minutes of October 10th, 2012

To act on the Chairperson’s Report

To act on the Treasurer’s Report

To act on the Reports of Standing Committees

   Buildings & Grounds/
   Renovations

   Lyceum

To act on the Reports of the Ad HOC Committees

   Gala Planning Committee

   To act on the Director’s Report

   Adjournment

Mary Beth Verry

Mary Beth Verry

Mary Beth Verry

Mary Beth Verry

Charles Desmond

Mike Hagan

Kathy Lopes

C.R. Lyons

Alan Thibeault

Mary Beth Verry
Present: Wilbur Cobb, Julie Curtis, Michael Hagan, Kathleen Lopes, C.R. Lyons, Alan Thibeault, Mary Beth Verry

Absent: Reni Conte, Charles Desmond

Pledge of Allegiance was led by Chairperson Mary Beth Verry
There were no citizens present to speak before the Committee nor were there any citizen comments.

Call to Order: November 2012 Trustee Meeting called to order by Chairperson Verry at 7:05 pm.

Secretary’s Minutes: The following correction was made to the October 10, 2012 meeting: The Treasurer is Charles Desmond and the Assistant Treasurer is C.R. Lyons. A motion was made by Kathleen Lopes and seconded by Wilbur Cobb to accept the Secretary Minutes as printed with corrections noted. Motion passed unanimously.

Filling of Trustee Vacancy: Chairperson Mary Beth Verry reviewed the filling of vacancy due to untimely death of Trustee T. Frank Tyrrell, Jr. She said nominee Richard Gilmore was unable to attend tonight’s meeting so she did not contract Frank Herschede, the other nominee, to see if he was available to attend tonight’s meeting. A discussion was held on whether or not we wanted to wait until next month and invite both Gilmore and Herschede to attend the meeting to address us or proceed with the vote tonight. A motion was made by Kathleen Lopes and seconded by Wilbur Cobb to proceed with the nominations and vote this evening to fill the Trustee seat vacated by T. Frank Tyrrell, Jr. Motion passed with 5 in favor and 1 against. A vote was then taken with the results as follows:

In favor of Richard Gilmore Wilbur Cobb, C.R. Lyons, Mary Beth Verry
In favor of Frank Herschede Julie Curtis, Michael Hagan

Richard Gilmore will fill out Tyrrell’s term until May 2013.

Chairperson’s Report: Chairperson Mary Beth Verry reviewed the proposed Guidelines for Use of Library Meeting Room and noted that Library Director Alan Thibeault had made the following changes with the Town Counsel review. Page 1, 3rd paragraph line 5, added infringes on the public convenience. The following was removed: fundraising as a prohibited use of the room. Page 4, b following was added: This fee may be waived for non-profit organizations or by discretion of the Board of Trustees if they deem good cause is shown. After the discussion, a motion was made by C.R. Lyons and seconded by Wilbur Cobb to accept the Guidelines for Use of Library Meeting Room as presented. Motion passed unanimously. The new policy will take effect immediately and be posted by Director Thibeault both in the library and on line.

The Trustee’s reviewed the Draft of the Town of Danvers Fiscal Year 2014 Budget Policy as well as the Director’s FY 2014 Budget Recommendation. Director Thibeault reported this budget was the same or similar to last year’s budget. Thibeault asked for trustee’s comments/suggestions and will forward these to Town Hall. Thibeault reported that Danvers was competitive with other libraries in the area with our salary recommendations. The 2014 budget is recommending a 2.4% salary increase. Salary increases from previous fiscal years 2009-13 were reviewed.
Director Thibeault informed the Trustees that this was a first draft, and that the proposed budget was due at Town Hall approximately mid-December. We should have a better idea by the December meeting when the proposed budget was due. Director Thibeault noted the FY2014 budget reflected a reduction in the NOBLE membership line item. Based on the formula, it should lower the cost for the next 3 years. Thibeault will put together the proposed FY2014 budget for submission to Town Hall and present it at the December Trustee’s meeting when the Trustee’s should be prepared to vote on the final draft. Trustee Michael Hagan asked if the 2% increase in salaries was suggested by Town Hall. Thibeault responded yes.

**Treasurers Report:** Assistant Treasurer C.R. Lyons reviewed both the Financials as of November 13, 2012 and the November Trustee’s Report, and reported as of to date, library has spent $2,645.79 from the budget. Lyons informed us library was on par in staying within the budget. Lyons asked Thibeault to staple pages in the ‘Trustees’ advanced packet together in the future. Trustee Kathleen Lopes asked about the 13% overspending in downloadable books. Director Thibeault responded books were more expensive than originally budgeted. Trustee Lopes stated the OverDrive website needed to be more user-friendly. Thibeault responded discussions had been held regarding this. A motion was made by Michael Hagan and seconded by Wilbur Cobb to accept the Treasurer Report. Motion passed unanimously.

**Building and Grounds Report:** Buildings and Grounds Chair Michael Hagan reviewed the e-mail from Director Thibeault regarding facility damage from Hurricane Sandy. We were informed the surveillance camera on the landing was installed last month. The roof over the exterior wall in the Children’s Room closet had its moldy dry wall and insulation replaced. Roofer sealed cracks and holes in the roof over the windows in the Children’s Room and there was no leakage during both Hurricane Sandy and the recent Nor’easter. The Danvers Police met with the staff recently to suggest ways to successfully deal with safety problems and suspicious patrons. Panic buttons will be checked in December to make sure they are functioning properly. It was noted that some basement areas cannot be seen and acoustics in the same area are bad. A suggestion was made to investigate purchasing smaller panic buttons that can be worn around the neck. A motion was made by C.R. Lyons and seconded by Kathleen Lopes to approve the Buildings and Grounds report. Motion passed unanimously.

**Lyceum Committee Report:** Chairperson Kathleen Lopes reported that the recent night with the Coupon Lady had just an okay attendance. Ms. Jodi did a creative movement class for young people and it was reported as being full. The library helped to co-sponsor a cooking class for middle school students last month during the ½ day Early Release program which was attended by 50 students. There will be a Game Day in December.

**Library Gala:** Last Saturday’s Gala was a success with over 150 people in attendance. People reported mostly positive remarks. Estimated funds raised were $13,000.00. A suggestion was made to initiate a George Peabody Award.

**Director’s Report:** Director Alan Thibeault reported the following: the library will be closing at 5:00 pm on Wednesday, November 21st (Thanksgiving Eve) and will not open again until Saturday, November 24th. The Library’s Annual Holiday Open House will be from 1-4 pm on Saturday, December 1st and will be held in conjunction with the Town Open House and the Tree Lighting Ceremony. Poinsettias will be on sale again this year. Library personnel (new hires, promotions, service awards) will be honored along with other Town employees during the upcoming Staff Service Awards Ceremony at Town Hall.
Adjournment: A motion was made by C.R. Lyons and seconded by Julie Curtis to adjourn the November 2012 Trustee Meeting at 8:25 pm. Motion passed unanimously.

Respectfully submitted, Julie E. Curtis, Recording Secretary