AGENDA

Trustees of the Peabody Institute Library

7:00 p.m.

Wednesday, October 10th, 2012

Archives

Call to Order                                           Mary Beth Verry
Pledge of Allegiance                                   Mary Beth Verry

Citizen Comments

To act on the minutes of September 12, 2012            Mary Beth Verry
To act on the Chairperson’s Report                     Mary Beth Verry
To act on the Treasurer’s Report                       Charles Desmond

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

Gala Planning Committee                                C.R. Lyons
To act on the Director’s Report                        Alan Thibeault
Adjournment                                             Mary Beth Verry
MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING
Wednesday, October 10, 2012

Present: Reni Conte, Julie Curtis, Charles Desmond, Michael Hagan, Kathleen Lopes, Alan Thibeault, Mary Beth Verry

Absent: Wilbur Cobb, C.R. Lyons

The Pledge of Allegiance was led by Chairperson Mary Beth Verry. There were no citizens present and no citizen comments were submitted.

Call to Order: The October 2012 meeting of the Library Trustees was called to order at 7:05 pm by Chairperson Mary Beth Verry.

Report of the Secretary: The following correction to the September 12, 2012 meeting was noted: The name of the treasurer and assistant treasurer were reversed. It should have read Treasurer is Clarence Lyons and Assistant Treasurer is Charles Desmond. A motion was made Reni Conte and seconded by Kathleen Lopes to accept the minutes as printed with correction noted. Motion passed unanimously.

Report of the Chairperson: Chairperson Mary Beth Verry spoke about T. Frank Tyrrell’s memorial service. She said the obituary asked that donations be made to either NortheastARC or Strays In Need. A motion was made by Charles Desmond and seconded by Reni Conte to make a $100.00 donation to NortheastARC in memory of Mr. Tyrrell. Motion passed unanimously. Verry suggested in the future an appropriate library-related memorial gift may be done in his honor.

A lengthy discussion was held regarding appointing someone to fill out T. Frank Tyrrell’s term which was to run until April 2013. Chairperson Verry mentioned that C.R. Lyons had informed her that Dick Gilmore, a former trustee and practicing attorney had shown interest in serving out the term. Trustee Julie Curtis mentioned that Sandy Lane, a Town Meeting member had spoken with her to say she was interested in filling out the term also. A motion was made by Reni Conte and seconded by Kathleen Lopes to fill T. Frank Tyrrell’s trustee position until term runs out by Richard Gilmore, due to both previous trustee experience and his legal experience. Trustee Michael Hagan nominated Frank Herschede and Charles Desmond seconded this nomination. Hagan noted the fact that Herschede had come in 4th on last years ballot, had also previously served as a trustee and never missed a trustee’s meeting. Chairperson Verry called for a vote and it was as follows: Mary Beth Verry, Kathleen Lopes, and Reni Conte for Richard Gilmore, Julie Curtis, Michael Hagan and Charles Desmond for Frank Herschede. It was decided to put the decision on filling out Tyrrell’s seat until the November meeting and to invite both Gilmore and Herschede to attend the November meeting and to discuss why they would like to fill out Tyrrell’s term.

A draft of the Guidelines for Use of Library Meeting Rooms was handed out. Chairperson Verry asked who was responsible for securing a police detail. She said the draft made it look as if the Trustees were responsible for establishing costs for the detail. Director Alan Thibeault said he would make a change in language to state the Trustees could consultation with the Police Department. Also discussed was 3-b on the second page and Thibeault agreed to change ‘forbidden’ to ‘prohibited’ unless expressly authorized. Director Thibeault will provide the policy to the Town’s Legal Counsel for review prior to next month’s scheduled Trustees meeting.

Chairperson Verry handed out a copy of the Autumn 2012 “The Library Register”. This is the quarterly newsletter of the Peabody Institute Library in Danvers and is sponsored by the Friends of the Library.
**Report of the Treasurer:** In the absence of Treasurer Clarence Lyons, Assistant Treasurer Charles Desmond handed out the Financial Report as of October 10, 2012 which was discussed by Director Thibeault. Desmond also handed out two Account Summary reports from Raymond James, Inc. One was for the Peabody Institute Library and the other was for the George Peabody Society. These summary reports were discussed. Desmond reported both accounts were moving along nicely and that we were following a conservative investment strategy. Desmond suggested we invite representatives of Raymond James to two trustee meetings a year to offer in depth discussions of our investment holdings.

**Report of the Buildings and Ground Committee:** Director Thibeault reported that the installation of an additional surveillance camera in the Sylvan Street stairwell had begun. Thibeault also reported that a laptop had been stolen from the Young Adult Room on September 26th. The culprit was seen on surveillance camera and was later apprehended by the Danvers Police when he returned to the building to attend the annual Job Fair. The culprit admitted to the theft and surrendered the laptop to the Police. This person has been issued a no trespass order and will not be allowed on either library premises or the library grounds. Trustee Michael Hagan asked Director Thibeault to write a letter to the Police Chief commending both Officers LeBrun and French for their efforts and investigating and apprehending the culprit and returning the laptop.

Donna Maturi, Head of Reference and Information Services, had to escort an individual from the Children’s Room on October 3rd. Right after the individual left the building, a brick was thrown through two of the windows at the main entrance. Surveillance camera picked up a picture of the individual did and it will be turned over to the Danvers Police in hopes individual can be identified and possibly questioned. The surveillance picture was also handed out to the trustees. Chairperson Verry questioned the quality of the picture. Trustee Michael Hagan responded that the quality was as good as most cameras give. Director Thibeault also reported that a great deal of moldy dry wall was found in the Children’s Room storage closet on September 28th. The Department of Public Works has removed the moldy areas as well as the backing vapor barrier and replaced them. The DPW plans to remove soil from the Children’s Room roof during the week of October 8-12 to inspect the roof and make repairs. The soil will be replaced when finished. Chairperson Verry reported the lights in back of the library by the children’s garden did not come on tonight, a very dark night. Director Thibeault will report this to the DPW. Trustee Reni Conte would like to see enhanced landscaping at the left side when approaching the front entrance. Trustee Charles Desmond suggested either a rock garden or cactus garden. Thibeault will speak to the DPW and will report back. A tree in the back of the library may need to be taken down and will possibly replaced by hedges and benches. Trustee Michael Hagan revisited the damaged urn. Trustee Desmond responded the strategy was to come up with funds. He hoped to be able to turn attention to funding after the fundraising event, “A Night at the Library” on November 10th. Hagan suggested advertising during the November 10th fundraiser. Desmond reminded us that the fundraiser was for remodeling of the library interior only.

**Report of the Lyceum Committee:** Chairperson Kathleen Lopes reported the following. Tonight the library hosted a Coupon Lady. Miss Jodi appeared in September and attracted approximately 25 people and ‘Music With Dara’ would be coming back. Lopes reported the November ‘Early Release’ program was cooking classes for teens which attracted 14 students. There will be a movie shown in October. Director Thibeault reported he had spoken with the middle school principal and will send out an e-mail blast and had handed out publicity for the program at the Middle School Open House in September.

**Report of the Library Director:** Director Thibeault reviewed his monthly report as well as the library financial report. The July and August circulation statistics look good and close to our averages. There is a lot of public use of our museum passes. Presently the library offers passes to: Peabody/Essex Museum, the Boston Aquarium, Museum of Fine Arts, USS Constitution and Department of Conservation and Recreation (Constitution and Conservation are free). People can visit library website to see what passes
are available and can reserve passes on-line. Thibeault will compile list of possible numbers using passes on a monthly basis. Town Archivist Richard Trask made a memorial contribution in T. Frank Tyrrell’s name. Thibeault spoke to Dave Mountain, Recreation Director regarding the use of Peabody Park and the Rotary Pavilion as well as parking issues at the library. The recent library card sign-up was a great success with 176 new patrons signing up for cards. Thibeault reported the average was 75 new sign ups a month. Director Thibeault reminded us budget season is right around the corner. He will be ready to talk about the budget more at next month’s meeting. To prepare, he will provide a salary analysis similar to the one he wrote in January, 2012. Chairperson Verry said if the Trustees wanted to argue the salary recommendations, we would need to be able to back up our arguments.

**November 10th “Night at the Library” Gala:** So far almost $4,000.00 in straight donations or program book advertisements have been received. $1,500.00 in item donations have also been received but committee is still asking for more donations. If a trustee frequents an establishment, please talk this gala up. Trustee Charles Desmond congratulated the Gala Committee.

**Adjournment:** A motion was made by Charles Desmond and seconded by Reni Conte to adjourn the October 10, 2012 Library Trustee meeting at 8:40 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary