AGENDA

Trustees of the Peabody Institute Library

7:00 p.m.

Wednesday, December 12th, 2012

Archives

Call to Order

Pledge of Allegiance

Citizen Comments

To act on the minutes of November 14th, 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 Director’s Report

Adjournment
MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING  
Wednesday, December 12, 2012

Present: Wilbur Cobb, Julie Curtis, Charles Desmond, Richard Gilmore, Michael Hagan, Kathleen Lopes, Clarence Lyons, Alan Thibeault, Mary Beth Verry

Absent: Reni Conte

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

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

Secretary’s Minutes: The following correction was made to the November 14, 2012 minutes: Trustee Kathleen Lopes should have been listed as voting in favor of Richard Gilmore to fill out the term of the late T. Frank Tyrrell, Jr. A motion was made by Clarence Lyons and seconded by Richard Gilmore to approve the minutes with correction noted. Motion passed unanimously.

Chairperson’s Report:

Chairperson Verry reported that she had attended the recent Library Open House and felt it was well attended with approximately 150 people attending. Verry offered congratulations to both the Friends of the Library and library staff people who put the event on. The event was great with good music and crafts. Upon review of the original Holidays and Early Closings that were sent out, Trustee Richard Gilmore realized the dates were last years dates. Verry responded that the sheet handed out tonight contained the correct dates. The Trustees were advised that a citizen asked why the Archives were not open on Thursday evenings as the rest of the library and Town Hall are. It was pointed out that reference staff could sometimes assist patrons and Director Thibeault pointed out that the Archives are open on Monday evenings. Chairperson Verry thanked Richard Gilmore for volunteering to fill out T. Frank Tyrrell, Jr.’s term of office. A motion was made by Charles Desmond and seconded by Clarence Lyons to accept the Chairpersons Report. Motion passed unanimously.

Budget: Chairperson Mary Beth Verry reviewed the Budget Policy for Fiscal Year 2014. A question was asked on #2 – to provide a fair and equitable raise in wages…of 2%. We were informed that every town employee will be receiving the same percent except the teachers who would receive a smaller percent per their contract and the police union who had not settled their contract. The Town is requesting that department goals be included with the budget. Trustee Charles Desmond spoke about the Long Range Plan Update, FY 2012 not adding laptops to the Children’s or Young Adult rooms due to budget limitations. Desmond suggested we could research a collaboration with the school department saying we must move forward towards providing updated technology particularly in the Young Adult area. In order to bring more young people to the library a continuous dialog is needed. Richard Gilmore asked about approaching DEEP about assisting with upgrading school technology. After the review and discussion of the Budget Policy, a motion was made by Clarence Lyons and seconded by Charles Desmond to approve the FY2014 budget as proposed and submitted to the Town of Danvers. Motion passed unanimously. Chairperson Verry spoke about the Thursday, January 10th meeting to discuss the budget with the Town Manager at 5:00 pm. The Trustees were encouraged to attend this meeting.

Treasurers Report:
Treasurer Charles Desmond reviewed the following treasurer’s reports, income, petty cash and budget, and said the November income for the public printers is unusually low because the coin machine was installed on November 1st. It was recently emptied with $205.00 deposited which will be counted in the December income. The library plans to empty the machine on a monthly basis and make one deposit at the end of the month along with the other income. Desmond informed us that our spending was within $500.00 of last year's. Desmond will invite Carley Duggan to the April meeting to give us an update on our investments. A motion was made by Kathleen Lopes and seconded by Wilbur Cobb to accept the Treasurer’s Report as presented.

**Report of the Lyceum Committee:**

Chairperson Kathleen Lopes reported that Miss Jodi’s Creative Movement Dance Program has been very exciting with 40-50 preschoolers per month attending. 32 people attended the recent Game Day during Early Release time, the first Wednesday of every month. The programs will be included in the Newsletter and this should increase the numbers at future programs. The programs held in October, November and December will resume in February, March and April of 2014.

**Buildings and Grounds Report:**

There has not been a lot going on. Director Thibeault reported that all windows damaged by Hurricane Sandy had been repaired. Thibeault also reported that the elevator malfunctioned on November 13 and 14th. A middle school student was trapped in the elevator for about 15 minutes on November 13th and had to be rescued by the Town Fire Department. The problem, a difficult to diagnose malfunctioning relay switch, was finally fixed on November 15th.

**Director’s Report:** Director Alan Thibeault referred to the Financial Report and stated the budget money was in good shape with salaries and bigger ticket items ‘on target’. There were three complaints from patrons regarding the Cuban political posters. Director Thibeault reminded the Trustees of the January 10th budget meeting at Town Hall. Director Thibeault states that the Town Manager expects a mid-year cut of approximately $240,000 in State Aid monies, educational reimbursements, and veteran's services reimbursements. Should this figure bear out, he estimates that the Library's share of the cut will be approximately $3,000.

**New Business:** Trustee Charles Desmond spoke about the upcoming Martin Luther King Day Dinner on January 21st and asked about purchasing a table (10 people) for Trustees. After the discussion, a motion was made by Richard Gilmore and seconded by Charles Desmond to purchase a table at the Martin Luther King Day Dinner at a cost of $300.00 using Trustee Funds. If space allows, it will be open to staff and/or students. Director Thibeault asked that anyone planning on attending, to please notify him by January 1st.

**Adjournment:** A motion was made by Charles Desmond and seconded by Kathleen Lopes to adjourn the December 2012 Trustee Meeting at 8:25 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis, Recording Secretary