AGENDA

Trustees of the Peabody Institute Library

7:00 p.m.

Wednesday, January 9, 2013

Archives

Call to Order                              Mary Beth Verry
Pledge of Allegiance                            Mary Beth Verry
Citizen Comments
To act on the minutes of December 12th, 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 Director’s Report                    Alan Thibeault
Adjournment                                         Mary Beth Verry
Present: Wilbur Cobb, Reni Conte, Julie Curtis, Richard Gilmore, Michael Hagan, C.R. Lyons, Alan Thibeault, Mary Beth Verry

Absent: Charles Desmond, Kathleen Lopes

Call to Order: Meeting was called to order by Chairperson Mary Beth Verry at 7:05 pm.

Pledge of Allegiance was led by Chairperson Verry and there were no citizens present nor any citizen comments presented.

Secretary Minutes: The following corrections were made to the December 12, 2012 minutes: Charles Desmond asked Chairperson Verry to invite Carley Duggan to attend a future trustees meeting. C.R. Lyons gave the Treasurer’s Report, not Charles Desmond, and the last line should be deleted. A motion was made by Richard Gilmore and seconded by C.R. Lyons to accept the December 12, 2012 minutes with corrections noted. Motion passed unanimously.

Chairperson’s Report: Chairperson Mary Beth Verry reported the following: The FY 2014 budget meeting with Town Manager Wayne Marquis will be held tomorrow at 5:00 pm in the Town Manager Meeting Room at Town Hall. Chairperson Verry encouraged the Trustees to attend. The changes to the budget have been submitted to the Town Manager and he had no problem with the changes. The following Trustees will be attending the Martin Luther King, Jr. Dinner on January 21, 2013: Wilbur Cobb, Reni Conte, Julie Curtis, Richard Gilmore and Mary Beth Verry. Library Director Alan Thibeault is trying to set up a Staff/Trustee Dinner for either middle/late February or beginning of March. Carlie Dugan and Greg Miner from Raymond James Investments will be attending the April 2013 meeting to give us an update on our investment accounts. Rob Maier from the Massachusetts Board of Library Commissioners is retiring. The first payment of $12,713.86 in State Aid has been received. The second payment, which is most often roughly the same as the first payment, should be received by the end of spring.

Treasurer’s Report: Assistant Treasurer C.R. Lyons offered the Treasurer’s Report in Treasurer Charles Desmond’s absence. Our investments are up again this month and we anticipate a jump in January 2013 also. Assistant Treasurer Lyons went over the Treasurer’s Report for both the Library and George Peabody Society. A $250.00 donation towards the urn restoration was received from Town Archivist Richard Trask. A motion was made by Reni Conte and seconded by Wilbur Cobb to accept the Treasurer’s Report as presented. Motion passed unanimously.
**Building and Grounds Report:** Director Thibeault reported that someone stole approximately one-half of the sections of copper downspouts off the building overnight December 23-24, 2012. In some cases, the thieves left the top two sections hanging from the gutters; in other cases, the entire downspout was taken. The thieves seem to cut and drive away and bring the copper to the scrap yards. The library was informed both the YMCA and St. John’s Preparatory School had copper stolen and that the Danvers Police apprehended a suspect stealing copper downspouts from the St. Mary of the Annunciation Church on December 31, 2012. There is no word yet on whether he was also the culprit in our theft. Thieves seem to only steal from areas without outside lights on. Reemergence of leaks in the Children’s Room: Extremely heavy rains overnight December 26-27, 2012 caused three leaks along the window side along the front wall of the Children’s Room. The Department of Public Works has been notified. The ceiling-mounted blower heaters in the Children’s and Gordon Rooms are currently not providing heat due to electrical problems with the heating strips in the system. The forced hot water radiators on the perimeter of the rooms are still functioning fine. While the rooms are noticeably cool, they remain habitable. The Department of Public Works is scheduling repair.

**Report of the Lyceum Committee:** In Chairperson Kathleen’s absence the following was reported: Today’s Early Release Program, a movie, had approximately 15 attendees. 4 of the attendees had to be asked to leave for behavioral issues. The school is in support of the programs as it keeps youth population out of the square.

**Report of the Library Director:** The new Web site went online on December 5, 2012, and is working well. Everything except Archives portion of the Web site has been transitioned to the new platform. There will be a tour of the new website at next month’s Trustee meeting. Initial reaction to the site has been positive. The library began to see an increase in cases of influenza among staff members in late December. This has continued into the first week of January, 2013. Director Thibeault has e-mailed all the staff with reminders about flu prevention matters and “sleeve-sneeze” flyers have been put up around the building. Hand sanitizer and tissue boxes have been placed in public areas. Periodic budget meetings between the Town Manager, School Department, and Library will commence on Friday, January 11th at 11:30 am. The purpose of these meetings between Town management and the Town activities managed by separate elected boards, the School Department and the Library, is to facilitate communication and cooperation as the budget process moves forward. Director Thibeault will keep the Trustees informed of all developments and will bring any matters requiring the Board consent/action to our attention as quickly as possible. The only thing that might be challenged is $5,000.00 more for extra hours in case of absences by scheduled staff. Director Thibeault feels we need to be more aggressive in applying for grants next year.

**New Business:** Trustee Michael Hagan led a discussion regarding thinking of a plan in case a shooter should be in the library. Trustee Julie Curtis asked was there already a plan where we were a government building and pointed out the State did have such a plan. Hagan will work with Director Thibeault in coming up with procedures to deal
with in case of a shooter being in the building. Chairperson Verry pointed out the School Department does have a program in place. Director Thibeault will research other programs in the Town and at other libraries.

**Adjournment:** A motion was made by Richard Gilmore and seconded by Reni Conte to adjourn the January 2013 Board of Trustee Meeting at 7:50 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary