Agenda – February 13, 2013 – 7:00 P.M.
Archives, Peabody Institute Library

Call to Order
Pledge of Allegiance
Citizen Comments
To act on the minutes of December 12th, 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 PEABODY INSTITUTE LIBRARY TRUSTEE MEETING  
Wednesday, February 13, 2013 – 7:00 pm

Present: Wilbur Cobb, Reni Conte, Julie Curtis, Charles Desmond, Richard Gilmore, Michael Hagan, C.R. Lyons, Alan Thibeault, Mary Beth Verry

Absent: Kathleen Lopes

Guest: Janis Van Heukelom, Intern

Call to Order: February, 2013 Trustee Meeting called to order at 7:10 pm by Chairperson Mary Beth Verry

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

Secretary’s Minutes: A motion was made by C.R. Lyons and seconded by Reni Conte to accept the January 9, 2013 as printed. Motion passed unanimously.

Chairperson’s Report: Chairperson Verry reported the Budget Meeting with the Board of Selectmen was 7:00 pm on Wednesday, March 6th in the Toomey Hearing Room at Town Hall. The School Committee budget was on the agenda the same night. Verry asked the Trustees to attend this meeting pointing out that it was important for the Selectmen to see the Trustee showing support for the Library’s budget. Verry reported that the recent budget meeting between the Town Manager and Assistant Town Manager went well and there seem to be no problems with Library’s budget as presented. She thanked the Trustees who were able to attend. The recent Diversity Dinner on Martin Luther King Day was a great event and well attended by Trustees and employees. Trustee and Diversity Committee member Charles Desmond reported how uplifting it was to see Library management represented at the dinner. 344 Massachusetts libraries have been certified by the Massachusetts Board of Commissioners and only a handful in the Commonwealth were not; including none in our geographic area. Chairperson Verry has received a letter inviting the Trustees to attend this year’s Legislative Breakfast at the Memorial Hall Library in Andover from 8-9 am on Thursday, March 8th. Verry also received letter seeking a $75.00 donation to help with the cost of the event. In the past the Trustees have obliged the request for financial assistance to the breakfast. A motion was made by Trustee C.R. Lyons and seconded by Trustee Reni Conte to donate $75.00 towards the cost of the breakfast. Motion passed unanimously. Janis Van Heukelom, a library science student at Simmons College was introduced. Ms. Van Heukelom is doing her internship with us this semester and is working 10 hours per week towards completion of 120 hours for the semester.

Treasurer’s Report: The Trustee Petty Cash Report, Trustee Income Report and Treasurer’s Report were handed out and reviewed by Assistant Treasurer C.R. Lyons. Lyons reported reports listed nothing out of the ordinary. Lyons also reported the performance of our two investment accounts had seen more than 2% growth last month with the Peabody Institute Library Account’s current balance being $420,626.74 and the
George Peabody Society Account current balance being $88,544.78. Library Director Alan Thibeault informed us that the overall financial position in regards to this year’s budget was in good shape despite supply expenditures running over budget. One good note was the payroll line is in ‘the black’. Treasurer Charles Desmond has spoken with Greg Miner, Vice President of Cornerstone Investments and invited him to attend a meeting to present a quarterly portfolio. Desmond reviewed recent correspondence from Miner regarding 2012 and 2013 Year-To-Date Peabody Institute and George Peabody performance reports as well as 2013 Year to Date Portfolio Highlights. Miner stated that the most recent Investment Strategy Quarterly report contained several economic indicators that forecast continued equity market improvement through 2013 and the two account portfolio’s were currently positioned to take advantage of this improvement, while also providing added diversification through exposure to fixed-income and alternative investments.

**Lyceum Committee Report**: Due to Committee Chairperson Kathleen Lopes’ absence, Chairperson Verry reported that the “Kick Off to Summer Party” will be held in June with the assistance of Children’s Librarian JoAnne Powell.

**Building and Grounds Committee Report**: Chairperson Michael Hagan commended the Library Director for his constant flow of building information regarding purchase and installation of wireless panic buttons at the library. These buttons will be supplied to employees in the Children’s Room and Reference areas who are alone in case of an emergency. The estimated cost of providing wireless panic buttons in the Children’s Room is approximately $400.00 and in the Reference area as much as $1,000.00 - $1,500.00. The cost of replacing present panic buttons with newer ones that require a finger to be inserted in them, rather than a simple surface button to reduce the number of inadvertent reporting incidents is estimated to be $50.00 per button for total of approximately $450.00 to replace the 9 buttons. Trustee Curtis asked about the fees and what they included. Upon an answer, a motion was made by Trustee Charles Desmond and seconded by Richard Gilmore to allocate funds to purchase the panic buttons as soon as possible. The buttons will be worn around employee necks. Motion passed unanimously. A motion was then made by Trustee Reni Conte and seconded by Trustee Julie Curtis to utilize funds from the Peabody Institute Library Account to perform the necessary upgrades the panic button system in both the building. Motion passed unanimously. Library Director Alan Thibeault reported that new carpeting in the Children’s Room will be installed April 15-19th, 2013 and that the Children’s Room will be closed that entire week. The Archives and Gordon Room should still be available. Trustee Richard Gilmore pointed out that this week is the public schools vacation week and asked about the impact of closing the Children’s Room during vacation week. Director Thibeault responded that there is no good time to close and while there would be some impact, school vacations weeks are not necessarily busier than other weeks and further there were only two events scheduled in the Gordon Room that week. Thibeault is awaiting a meeting with Bob Levasseur and the Town’s contracted carpenter about a schedule for replacement of the Children’s Room circulation desk. It was also reported that Levasseur informed him that the DPW planned to replace carpeting in the Magazine, Newspaper, and DVD/Large Print areas of the main floor in the coming fiscal year.
Committee Chairperson Michael Hagan handed out a comprehensive flyer from the US Department of Homeland Security entitled “Active Shooter: How To Respond” and encouraged the Trustees to review the information. Hagan suggested a committee be formed to come up with an action plan in case of a shooter in the library. It was reported that the School Department already had such a plan but the Town did not. Trustee Julie Curtis asked about reaching out to the Town to see if they might be interested to coming up with a plan. After this discussion a motion was made by Trustee Mary Beth Verry and seconded by Trustee Richard Gilmore to form an Ad-Hoc Committee to establish a Safety and Security Plan for the Library. Motion passed unanimously. Hagan asked Trustee Charles Desmond to serve as Assistant Chair of this Committee. It was pointed out that if any meeting had 5 or more Trustees in attendance, it would have to be posted 3-5 days before the meeting to comply with the Commonwealth’s Open Meeting laws. Hagan was asked to give the trustees an update next month. The Trustees were informed that two $500.00 donations had been received towards the restoration and replacement of the Peabody Urn to its previous location on the front lawn. The donations were from Trustee Charles Desmond and Town Archivist Richard Trask. Desmond expects to meet with Town Manager Wayne Marquis soon to discuss funding for repair of the urn.

**Director’s Report:** Director Alan Thibeault reported the following: there was no major damage to the library building from last weekend’s storm but the furnace failed overnight on Friday, February 8th. The DPW repaired the furnace and restored heat to the building on Saturday. There were a few minor leaks from the storm in the Children’s Room but those have largely been fixed. Trustee Julie Curtis reported a few ice patches in side parking lot and the path from the back lot through the Children’s Garden area to the back entrance. Thibeault will report it to the custodial staff. Thibeault had spoken with Witch City Roofing regarding repair of the copper downspouts recently stolen. The Town will absorb the repair costs and this will include heavier duty clips to hopefully discourage future thefts.

**New Business:** Trustee Charles Desmond suggested a Spring Reception for Public Works employees to recognize their service to the library. An Eagle Scout in Danvers has been chosen to re-lay the brick walkway in the herb garden near Sylvan Street as his badge project. The Staff/Trustee Dinner will be held at the Polish Club on Tuesday, April 2, 2013 from 6-8 pm. The guest speaker will be Greg Trinkhaus-Randall who will discuss the effects of natural disasters on libraries and how to recover from them. More details will be forthcoming.

**Adjournment:** A motion was made by Trustee Reni Conte and seconded by Trustee Michael Hagan to adjourn the February 2013 Library Trustee Meeting at 8:05 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary