Agenda – April 10, 2013 – 7:00 P.M.

Archives, Peabody Institute Library

Call to Order

Pledge of Allegiance

Citizen Comments

To act on the minutes of February 13, 2013

To act on the Chairperson’s Report

To act on the Treasurer’s Report

Presentation by Cornerstone Investments

To act on the Reports of Standing Committees

Buildings & Grounds/Renovations

Lyceum

To act on the Reports of Ad Hoc Committees

Library Safety & Security

To act on the Director’s Report

Adjournment

Mary Beth Verry, Chair
Julie Curtis
Wilbur Cobb
Dr. Charles Desmond
Irene Conte
Richard Gilmore
Michael Hagan
Kathleen Lopes
C.R. Lyons

Mary Beth Verry
Mary Beth Verry
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Mary Beth Verry
Charles Desmond
Mary Beth Verry
Mike Hagan
Kathy Lopes
Mike Hagan
Alan Thibeault
Mary Beth Verry
MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MINUTES
Wednesday, April 10, 2013

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

Absent: Reni Conte

Guests: Frank Herschede; Carly Duggan and Chris Grogan from Cornerstone Partners

The Pledge of Allegiance was led by Chairperson Mary Beth Verry. There were no Citizen Comments and there were no Citizens Present.

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

Secretary Minutes: A motion was made by Trustee C.R. Lyons and seconded by Trustee Wilbur Cobb to accept the March 13, 2013 Secretary’s Minutes. Motion passed unanimously.

Chairperson Mary Beth Verry introduced by Carly Duggan and Chris Grogan from Cornerstone Partners to discuss both the Peabody Institute Library Trustee and George Peabody Society investment accounts from last year. Duggan spoke about where we are going and what we hope to accomplish with our investment accounts. Presently we have a diversified portfolio with a conservative balance portfolio. This has been a good and positive year with positive returns. Duggan suggested Trustees might want to ‘turn up the volume’ in the portfolio to take advantage of the market being up. We might want to go with their Moderate Portfolio, the “Dynamic Asset Allocation”. Cornerstone can do ‘block trading’ and diversify quickly. Cornerstone can control the investments. Trustee Charles Desmond suggested the Trustee Sub-Committee review whether to stay with the Conservative Portfolio or to go with the Moderate Portfolio and report back to the Trustees.

Treasurer’s Report: The Treasurer’s Report, Trustee Income, Trustees’ Petty Cash, and Trustee’s Funds-Applications were reviewed by Assistant Treasurer C.R. Lyons. Lyons reported that he felt everything was on schedule.

Chairperson’s Report: Chairperson Mary Beth Verry thanked everyone who attended the recent Staff-Trustee Dinner and thanked Director Thibeault for organizing the evening. The Massachusetts Board of Library Commissioners has released the second and final statement of funds released to our library. Our library received an additional $13,391.30 for a total of $26,105.16 in fiscal year 2013. The Trustees will be meeting with the Finance Committee on Wednesday, April 24th at 7:00 pm in the Toomey Conference Room at Town Hall to discuss our budget request. If the Finance Committee approves our budget request, it will go before the annual Town Meeting. Verry encouraged as many Trustees as possible attend in support of our proposed budget. Director Thibeault is planning a cook-out to thank the Public Works employees for their service to the library. Both Trustees Richard Gilmore and Kathleen Lopes were thanked for their service to the library.

Building and Grounds Report: Committee Chairperson Michael Hagan spoke with Richard Maloney, the Town Building Inspector and was given a detailed floor plans of the library. Hagan suggested that Director Thibeault give the Trustees a tour of the library. Public Works Director Robert Levasseur suggested outside doors be numbered so that any emergency response could be done in a timely fashion. Trustee Charles Desmond suggested sending a note of concern to Town
Manager Wayne Marquis and asking for his support of developing a plan to secure the library in case of an emergency. Chairperson Verry will speak with the Police Department and ask them to assist in consultation. Director Thibeault gave us an update on ordering portable panic buttons. Director Thibeault reported a change in the scheduled children’s room renovations. The carpeting has been ordered but will not be ready in time for the scheduled renovations. Preliminary work on the Children’s Room renovation begins on April 12th, with Children’s Room service desk dismantling and replacement due to take place between April 15-21st. The new date for carpeting removal and replacement due to take place May 20-24th. Trustee Julie Curtis inquired whether the new desk would have to be moved again once the new carpeting was installed. Director Thibeault responded it would not.

**Report of the Lyceum Committee:** Chairperson Kathleen Lopes thanked the Trustees for everything as this was her last meeting. Lopes reported that Miss Jodi’s Dancing Program would be coming back in May and that the Graveyard Girl’s was well received. The library is co-sponsoring a Summer Reading program Kick-Off. Mike Bent, who will be running the program, will do the program around the theme of the Summer Kick-Off.

**Report of the Library Director:** Director Alan Thibeault referred the Trustees to his Monthly Report, Department Report, Museum Pass Report and Circulation Statistics that were sent to them with the meeting packet.

**Adjournment:** A motion was made by Trustee Richard Gilmore and seconded by Trustee C.R. Lyons to adjourn the April 10, 2013 Library Trustees Meeting at 8:30 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary