Agenda – March 13, 2013 – 7:00 P.M.

Archives, Peabody Institute Library

Call to Order                          Mary Beth Verry
Pledge of Allegiance                  Mary Beth Verry
Citizen Comments                      Mary Beth Verry
  To act on the minutes of February 13, 2013  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 Ad Hoc Committees
    Library Safety & Security         Mike Hagan
    To act on the Director’s Report   Alan Thibeault
Adjournment                             Mary Beth Verry
MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING
Wednesday, March 13, 2013

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

Absent: Kathleen Lopes

Call to Order: The March 2013 Library Trustee meeting was called to order at 7:05 pm by Chairperson Mary Beth Verry.

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

Secretary Minutes: A motion was made by Trustee Hagan and seconded by Trustee Lyons to accept the secretary minutes as printed. Motion passed unanimously.

Chairperson’s Report: Chairperson Mary Beth Verry thanked Trustees Curtis, Gilmore and Lyons for attending the last weeks meeting of the Selectmen when our budget was discussed. Director Thibeault will let us know when we have a date to appear before the Finance Committee. The Staff/Trustee Dinner will be held on Tuesday, April 2nd from 6-8 pm at the Polish Club on Cheever Street. The speaker will be Gregor Trinkhaus-Randall of the Massachusetts Board of Library Commissioners, who will be speaking on ‘Library Disasters, How Libraries Recover’. Last week Director Thibeault, Assistant Director Suzanne MacLeod, Head of Children’s Services JoAnne Powell, Assistant Head of Children’s Services Karen Veilleux, Robert Levasseur from the Department of Public Works and Chairperson Verry met to discuss the building of a new desk. The desk will be built by Eastern Woodworks of Georgetown using renovation monies raised in the past few years. The desk will have an oak top with glass cover and will be installed during vacation week along with installation of the new carpet. Chairperson Verry was approached by John Zavaglia regarding the library staying open Sundays to late June instead of closing Sundays right after Memorial Day. Verry felt it was worth looking into but would not be able to start until next year due to budget constraints. Verry asked Thibeault to look into implementing this and how it would impact the library staff. Presently the library is open 65 hours a week. During this period in order to keep state certification, a library must be open at least 59 hours per week. Director Thibeault wants to speak with the schools to see how much demand they felt we would see if we initiated the new policy. Thibeault will put a survey together for summer use, and will speak with neighboring libraries and our library staff and will address the Trustees once information is gathered.

Treasurer’s Report: Assistant Treasurer C.R. Lyons reported the library had earned 2% interest in the Investment Account with the sundries account being high. One of the larger costs was $960.00 for film licensing fees. The licensing is only good for library use and cannot be transferred. Carley Duggan and Greg Miner from Cornerstone Investments are due to attend the April 10, 2013 meeting to discuss our investment portfolio. The departmental budget report is on target except that $2,000.00 were moved from excess funds to supplies to cover an unexpected shortfall. There were not a lot of paid rentals in the Gordon Room in February. A motion was made by Trustee Hagan and seconded by Trustee Conte to accept the Treasurer’s Report as presented. Motion passed unanimously.
**Report of the Lyceum Committee:** Chairperson Verry reported that JoAnne Powell, Head of Children’s Services was working on a Summer Reading Kick-Off possibly with the Young Adult Summer Kick-Off.

**Building and Grounds Report:** Director Thibeault reported that Witch City Roofing of Salem, Massachusetts installed PVC downspouts as a temporary protective measure to replace the purloined copper ones. The DPW plans to replace the copper downspouts and improved associated hardware after the start of the new fiscal year. Library is still waiting to hear from SOS Systems regarding installation of panic buttons. Director Thibeault recently attended a web seminar on Employee Emergency Preparedness and received a template of procedures written by Massachusetts Library System which he hopes to be able to use to create a plan for the Library and to educate staff. Building and Grounds Chairperson Michael Hagan stated the sub-committee to come up with a policy in case an active shooter should gain access to the library, consisting of Trustee’s Curtis, Desmond and Hagan should be getting together within the next few weeks. Trustee Charles Desmond will be sitting down with the Town Manager to stress the Trustee concerns with lack of activity towards replacement of the lawn urn.

**Director’s Report:** Director Thibeault was visited by Michael Guadagno, Owner of the Barn Workshop School and Gallery on Maple Street in Danvers, who would like to place sculptures on the library grounds as part of the 2013 Danvers Family Festival June 19-July 4th. Thibeault is willing to work with him and will inform the DPW. The March 6th evening program, Gravestone Girls, was attended by over 60 people. Early Release Programs are continuing to be successful. Trustee Desmond is meeting with the Danvers Public Schools K-12 tomorrow regarding programming around diversity. Desmond asked about programming during future Black History Months and suggested collaborative discussions between the school and library.

**Adjournment:** A motion was made by Mary Beth Verry and seconded by Charles Desmond to adjourn the March 13, 2013 Library Trustee Meeting at 7:55 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

/jc