Call to Order
Pledge of Allegiance
Citizen Comments
To act on the minutes of May 8, 2013
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 Reports of Ad Hoc Committees
  Library Safety & Security
To act on the Director’s Report
Adjournment
Present: Wilbur Cobb, Rene Conte, Julie Curtis, Charles Desmond, Natalie Luca Fiore, Michael Hagan, Frank Herschede, C.R. Lyons, Alan Thibeault

Absent: Mary Beth Verry

Secretary’s Minutes: The following correction was noted. It was Wilbur Cobb and not C.R. Lyons who made the motion to approve the Treasurer’s Report. A motion was made by Reni Conte and seconded by Wilbur Cobb to accept the May 2013 secretary minutes with correction noted. Motion passed unanimously.

Chairperson’s Report: Chairperson Michael Hagan reported that Coleen Pitts-O’Brien, Head of the Danvers Electric Department spoke to him regarding the lack of lighting in the back entrance by the children’s room. The Electric Department recommended that the DPW shave the large white spruce 10 feet from the bottom to enable an additional light, to be installed by the Electric Department, to illuminate the pathway from the main entrance to the Sylvan Street parking lot. Director Thibeault has submitted the work order but doesn’t expect it to be acted upon until after the new fiscal year begins on July 1st. Director Thibeault has also requested that a light be installed on the flat wall above the Children’s Room windows to better illuminate the area. JoAnne Powell, Head of Children’s Services had done a great job with the new children’s room desk counter, rug, tables and chairs. SOS Security has given Director Thibeault a full estimate of $2,900-$3,700 for the cost to replace all nine remaining panic buttons as well as three portable buttons to wear around neck if personnel are away from desks. This estimate is larger than the original approved estimate of $1,500-$1,800. Additionally, Director Thibeault cautioned that the job may require hiring an outside electrician to handle any additional wiring that has to be run to complete the project.

Building and Grounds Report: Trustee Chairperson Hagan has appointed Frank Herschede as the Chairperson of the Building and Grounds Committee. Trustees Julie Curtis and Natalie Luca-Fiore were also appointed to this committee. Assistant Director Suzanne MacLeod tripped on an uneven portion of the rear walkway and broke her elbow. The DPW has since repaired the area. Chairperson Hagan revisited the need for an Employee Emergency Procedure and reviewed the Public Schools information contact information, building outlooks, and library air maps. Director Thibeault plans to conduct fire drills for library personnel.

Treasurer’s Report: Assistant Treasurer Frank Herschede reported on our investments and library budget. The current investment portfolio is a conservative investment strategy with expectations of a small yield.

Lyceum Committee Report: No information was presented.

Director’s Report: Director Alan Thibeault reported library spending is a little behind where we were last year. However, Thibeault is confident we will exceed the 13% materials expenditures required for a maximum State Aid to Public Libraries award. Due to closures of the Children’s Room for renovations, circulation numbers are down a bit. Also contributing to the slight drop in circulation this year are closures due to weather and a boiler failure. After school programs for middle school students will be offered again next year. The downtown businesses and schools appreciated the programs. Library is still working on planning future programs as some programs were better received than others. Trustee Charles Desmond asked to invite Town Archivist Richard Trask to the next trustee meeting to talk about the importance of the urn that was stolen from the front lawn and damaged and why it is still compelling to the history of the library. Director Thibeault will comply with the request. Director Thibeault handed out
an invitation to the Open House sponsored by Michael Guadagno, proprietor of the Barn Workshop in celebration of the joint exhibit at the Library and the Barn Workshop. Trustee Julie Curtis inquired about any precautions to avoid theft of any of the sculptures on the library grounds. Thibeault responded that all artists had signed a waiver with Mr. Guadagno and that most of the sculptures placed on the lawn would be too heavy to steal. Trustee Reni Conte inquired about the cost of placing carpet on the Gordon Room floor. Director Thibeault said it would likely take one day to install and he estimated that the cost would be $1,500-$2,000.

**Adjournment:** A motion was made by Trustee C.R. Lyons and seconded by Charles Desmond to adjourn the June 2013 Trustee Meeting at 7:50 pm.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary