Agenda – October 9th, 2013 – 7:15 P.M.

Archives, Peabody Institute Library

Call to Order

Pledge of Allegiance

Citizen Comments

To act on the minutes of June 12, 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
MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING  
Wednesday, October 9, 2013

Present: Wilbur Cobb, Julie Curtis, Charles Desmond, Michael Hagan, Frank Herschede, Natalie Luca Fiore, C.R. Lyons, Alan Thibeault, Mary Beth Verry

Absent: Reni Conte

Guest: Richard Trask, Town Archivist

Call To Order: The October 9, 2013 Library Trustee Meeting was called to order at 7:10 pm by Chairperson Michael Hagan.

The Pledge of Allegiance was recited. There were no citizens present nor were there any citizen comments presented.

Secretary Minutes: A motion was made by C.R. Lyons and seconded by Frank Herschede to accept the June 12, 2013 and September 11, 2013 Secretary Minutes. Motion passed unanimously.

Chairperson’s Report: Chairperson Michael Hagan reported that a new light has been installed in front of the library which better illuminates the walkway from the front steps to the main parking lot. Officials from Danvers Electric Division are working with vendors on improving exterior lighting from the back door to Peabody Avenue as well. Hagan added DPW plan was to shave nine feet from the back taller post with acorn light and replace it with an LED light. C.R. Lyons pointed out two problems with the existing back lights: too many branches and light shines up and out rather than down to the footpaths. Mary Beth Verry pointed out that several years ago the Trustees paid for the existing lights (with acorn), and that they wanted a light pole that would reflect on the theme of the building. Verry said she would hate to see this undone. The Trustees also revisited the damaged Peabody Urn and discussed restoring it. Charles Desmond said the urn belonged to the Town of Danvers as a memorial. Desmond added that he felt that as trustees we were custodians of the library with the responsibility of passing on much of our history. Desmond feels we should restore and rededicate the urn and stated that he feels the trustees could possible raise $5,000.00 - $6,000.00 towards restoring the urn through fundraising. Mary Beth Verry added that she felt fundraising was the way to go. She also feels we should have publicity on the history of the urn when we try to fundraise. She feels we can make the goal if we are willing to work hard to achieve the goal. C.R. Lyons feels we should put the urn out so the public can see it. He feels as long as it is stored away in the public services barn no one will be interested in donating to restore it. After the discussion, a motion was made by Charles Desmond and seconded by C.R. Lyons to appropriate $10,000.00 from the George Peabody Society funds for use towards the restoration of the Peabody Urn. Julie Curtis seconded. Motion passed unanimously. Desmond said he would be happy to speak with Town Manager Wayne Marquis, the Chamber of Commerce and local banks regarding assisting with costs of restoration. Town Archivist Richard Trask pointed out this needed to be done as soon as possible. The following trustees agreed to serve on a committee to fundraise. Charles Desmond, Chair, Julie Curtis, Michael Hagan and Natalie Fiore Luca.

Treasurer’s Report: Treasurer Charles Desmond reviewed the Trusts’s Investment Performance Detail by Period for date range August 31-September 30, 2013 and stated investment portfolio was conservative with overall good performance. Assistant Treasurer Frank Herschede mentioned he was concerned with the amount of activity and worried that Raymond James was “churning” the fund to generate commissions. Desmond will invite representatives from Raymond James to next month’s meeting. A motion was made by C.R. Lyons and seconded by Wilbur Cobb to approve the Treasurers Report as presented. Motion passed unanimously.
Report of the Building and Grounds Committee: Director Thibeault has spoken with Justin Ellenton from the Danvers Police Department regarding rewriting the Library Security Plan. Ellerton is concerned with the layout of the building, pointing out some areas are open areas while other areas are shut in. Ellenton advocates having staff pull the fire alarm and then fleeing the building as is possible as the best strategy for an active shooter scenario. For those who are confronted by a gunman, pelting the gunman with objects such as books, coffee cups, staplers, telephones, etc.) and then fleeing is the best strategy. Thibeault is looking to open late (noon) on two weekdays to conduct a three hour training/practice session with multiple scenarios. He currently hopes to schedule the two events in November or early December. Thibeault will ask the Trustees permission for the delayed openings once dates agreed to and will coordinate the fire alarms with the Danvers Fire Department. Thibeault expects to have a revised written plan ready for the Board review by December 2013. Thibeault reported an agreement was signed and the $500.00 deposit paid to FIREPRO for consulting and recommendation of a fire suppression solution for the Archives. Thibeault was asked by Frank Herschede who would pay for a new roof on the building should it be needed. Thibeault answered that repairs of that nature would be paid for by the Town. A motion was made by Wilbur Cobb and seconded by C.R. Lyons to approve the Building and Grounds Report. Motion passed unanimously.

Report of the Lyceum Committee: Chairperson Mary Beth Verry reported the October 2nd’s Early Release Program consisted of a mask making workshop led by instructors from the Museum of Fine Arts was attended by 39 students. On November 6th, library will feature Gregory McAdams with “Tales from the Beyond. On Saturday, December 28th from 10:45 am to 1:45 pm, three sessions of a program on penguins will be led by the New England Aquarium. In January master storyteller Diane Edgecomb will present songs/stories with a Winter theme. February will be looking at a multi-cultural program and March, Donna Maturi is planning a Julia Child show. Thibeault reported library seeing a very definite uptick in attendance at all their programs – Adult, Young Adult and Children’s – over the past year or so. Thibeault attributes this to a variety of factors, the most telling of which are selection of attractive events and smarter, more aggressive marketing and promotion. Thibeault commended the following staff members for their excellent work: Michelle Deschene-Warren, Jennifer McGeorge, Donna Maturi, JoAnne Powell, Jim Riordan and Karen Veilleux. Chairperson Verry would like to see the Lyceum budget raised from the present $2,400.00 to $3,000.00.

Report of the Library Director: Director Thibeault reported that Andrew Meger was appointed as Head of Circulation Services on October 7, 2013. Andrew was formerly the Circulation Manager at Suffolk University. Thibeault also reported that the Financial Report and Compliance Report were submitted on time and received by the Mass. Board of Library Commissioners. Thibeault is confident library will qualify for their full share of State Aid again this year. The Town-Wide Open House is tomorrow. Town Manager Marquis sent plants and landscaping to make library more attractive. Saturday, December 7th is the Library’s Holiday Open House in the Children’s Room.

Adjournment: A motion was made by C.R. Lyons and seconded by Charles Desmond to adjourn the October 9, 2013 Library Trustee Meeting at 8:15 pm. Motion passed unanimously.

Respectfully submitted, Julie E. Curtis, Recording Secretary