Agenda – December 4th, 2013 – 7:00 P.M.

Archives, Peabody Institute Library

Call to Order
Pledge of Allegiance
Citizen Comments
To act on the minutes of November 13, 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 Director’s Report
Adjournment
Minutes Of Peabody Institute Library Trustees Meeting
Thursday, December 4, 2013

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

Call to Order: The meeting was called to order by Chairperson Hagan at 7:05 pm

Secretary’s Minutes: Three corrections to the Minutes of November 13, 2013 were made:

Under Treasurer’s Report, Frank Herschede should have been referred to as “Assistant Treasurer” and not “Treasurer.”

Under Lyceum Report, the date for the New England Aquarium should have read December 28th, not December 21st.

Also under Lyceum Report, the passage “In case of inclement weather, the program will be held one week later (December 28th). On January 11th, master story teller Diane Edgecomb will present songs/stories with a Winter theme.” should read “On January 11th, master story teller Diane Edgecomb will present songs/stories with a Winter theme. In case of inclement weather, the event will be held on January 18th.”

Wilbur Cobb made a motion to accept the minutes as corrected. Frank Herschede seconded the motion which passed unanimously.

Chairperson’s Report: Chairperson Michael Hagan asked Library Director Alan to discuss his recommendation for the FY 2015 budget request. Thibeault went over the budget request, line-by-line and noted that it contained an overall increase of just 3.2% over the current year’s request. He also noted that the 2% pay increase which Town Manager Wayne Marquis was planning was both fair and equitable.

C.R. Lyons made a motion to approve the budget request. Wilbur Cobb seconded the motion which passed unanimously.

C.R. Lyons complimented Thibeault on the budget and thanked him.

Chairman Hagan announced the December 7th Holiday Open House, sponsored by the Friends of the Library, which will be held in the Children’s Room.

Chairman Hagan stated that Thibeault is working to schedule staff training for the active shooter scenario as part of the in-progress Emergency Plan for the Library. Hagan said that the Library will open late at noon on the two training days.

At Chairman Hagan’s request, Director Thibeault briefed members on the long-delayed upgrade to the Danvers Archival Center’s fire suppression system. Based on consultation with Kurt Ruchala of FIREPRO Inc., the best agent seems to be water mist. Ruchala estimates that installation of the system will cost between $50,000.00 and $80,000.00. Thibeault, who stated that the Library already had $30,000.00 committed to the project in the form of a Town warrant for $18,500.00 and $12,000.00 from the Annenberg Foundation, will set up a meeting with DPW Head David Lane and Fire Chief Kevin Farrell to discuss the project.
Chairman Hagan discussed a contribution by the Trustees to the Colleen Ritzer Scholarship Fund. Ms. Ritzer was the teacher at Danvers High School who was murdered by a student in October.

Frank Herschede made a motion to donate $1,000.00 to the fund. C.R. Lyons seconded the motion.

The motion passed unanimously.

**Treasurer’s Report:** Assistant Treasurer Herschede stated that he had no formal report to hand out since Treasurer Charles Desmond was absent. He did however, read off the following report on the Board’s investment accounts for the month of November:

- George Peabody Society: The account rose from $95,001.59 to $96,030.04 – an increase of 1.1%
- Peabody Institute: The amount rose from $436,632.79 to $439,709.98 – an increase of .07%

Herschede mentioned that the S&P rose by 2.7% for the same period.

Mary Beth Verry asked about the Trust Income and Expenditures Report. Herschede mentioned that he had not received the document from the Library Bookkeeper. Director Thibeault stated that the document was emailed to himself, the Treasurer and Assistant Treasurer each month. Herschede stated that he had not received it. Thibeault stated he had received his and would verify that one had been sent to Herschede. He further volunteered to have a copy emailed to each Board member in the future.

C.R. Lyons stated that Carlie Duggan of Cornerstone Financial Partners LLC, said she has not yet been contacted by the Treasurer even though he had told the Board that he would invite representatives from Cornerstone Financial Partners LCC to this Board meeting. He also passed on Ms. Duggan’s concern over an item from last month’s Board meeting minutes (which she accessed online) which mentions Assistant Treasurer Frank Herschede’s comment that he the fund managers “may be unnecessarily ‘churning’ the accounts to generate fees.” Lyons informed the Board that Raymond James charges a 1% flat fee which covers all transactions rendering fee generation from churning impossible. Lyons then expressed his concern that there has been no full Treasurer’s Report at any Trustees meeting since May. He opined that if the current Treasurer was unable to fulfill his duties, perhaps someone else do the job. Natalie Luca Fiore mentioned that the Treasurer had also promised to handle certain matters pertaining to fundraising for the Peabody Urn and that he would contact her days ago about it; yet no contact had been made. Chairman Hagan stated that he would contact the Treasurer personally, find out what was going on, and encourage him to attend to his duties.

Wilbur Cobb made a motion that the Treasurer’s Report be accepted. Frank Herschede seconded the motion.

C.R. Lyons objected that a full Treasurer’s Report had not been tendered upon which the Board could vote.

Voting for approval: Wilbur Cobb, Natalie Luca Fiore, Michael Hagan, Frank Herschede, Mary Beth Verry
Voting against: C.R. Lyons

**Building and Grounds Committee Report:** Chairman Frank Herschede referred members to the Building and Grounds portion of the Director’s Monthly Report. Board Chairman Hagan asked Thibeault about progress on the panic button upgrade. Thibeault stated that he was awaiting word from the DPW on how they wished to handle running the required wiring from the top two floors down to the Children’s Room. Hagan stated he would contact Bob Levasseur of the DPW personally on the matter. Herschede asked about progress on
trimming of trees to allow better scattering of light on the footpaths behind the Library. Hagan said he would contact Jeff King of Danvers Electric Light about that as well as the replacement of one light pole near the back entrance.

C.R. Lyons made a motion that the Building and Grounds Report be accepted. Wilbur Cobb seconded the motion, which passed unanimously.

**Lyceum Committee Report:** Chairperson Mary Beth Verry stated master storyteller Diane Edgecomb will be at the library on Saturday, January 11th for a program at 10:30am. There will also be crafts and snacks provided. She also said the Committee was also considering a Chinese New Year observance on January 31st and an all-ages Fat Tuesday/Mardi Gras party for March 4th. She also mentioned that the Committee is working on a trains program for older kids and adults in April. Verry encouraged Trustees to attend these programs as it sends a good message to Library staff and patrons. Board Chariman Hagan mentioned that he has noticed a lot of Library program announcements on DCAT-TV of late.

Wibur Cobb made a motion to accept the Lyceum Committee’s report which was seconded by C.R. Lyons. Motion passed unanimously.

**Other Issues:**

Director Thibeault stated that a patron had recently offered to donate a nativity scene for placement in the Library for the holiday season. He had declined the offer, but promised to consider it further. He said that he believed the patron felt that since the Library displayed two menorahs - one in the Children’s Room and one in the main lobby – that a crèche would be appropriate as well. C.R. Lyons opined that a crèche is a central symbol of the Christian faith while a menorah is not a central symbol of the Jewish faith. Thibeault stated that his preference was to leave the holiday decorations as planned for this holiday season to help prevent disruption and controversy and then reconsider the entire matter after the New Year. He stated that he felt the Library should develop a coherent and thorough policy on these matters before next year’s holiday season. Chairman Hagan, Natalie Luca Fiore and C.R. Lyons expressed their endorsement of his position. Thibeault stated that he would send an email to the patron on behalf of Library management to inform her of the decision.

C.R. Lyons made a motion to adjourn which was seconded by Natalie Luca Fiore. The motion passed unanimously.

Respectfully submitted,

Alan Thibeault, Director
Acting Recording Secretary