Agenda – November 13th, 2013 – 7:00 P.M.

Archives, Peabody Institute Library

Call to Order Michael Hagan
Pledge of Allegiance Michael Hagan
Citizen Comments Michael Hagan
To act on the minutes of October 9, 2013 Michael Hagan
To act on the Chairperson’s Report Michael Hagan
To act on the Treasurer’s Report Charles Desmond
To act on the Reports of Standing Committees
  Buildings & Grounds/Renovations Frank Herschede
  Lyceum Mary Beth Verry
To act on the Director’s Report Alan Thibeault
Adjournment Michael Hagan
MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MINUTES  
Wednesday, November 13, 2013

Present: Wilbur Cobb, Julie Curtis, Natalie Luca Fiore, Michael Hagan, Frank Herschede, Alan Thibeault

Absent: Charles Desmond, Reni Conte, C.R. Lyons, Mary Beth Verry

Call to Order: November 2013 Trustee Meeting called to order at 7:08 pm by Chairperson Michael Hagan.

Secretary Minutes: A motion was made by Natalie Luca Fiore and seconded by Frank Herschede to accept the October 9, 2013 secretary minutes as printed. Motion passed unanimously.

Chairperson Report: Chairperson Hagan is unavailable to meet on Wednesday, December 11th, the date previously scheduled for the trustee December meeting and asked if the meeting could be changed to the first Wednesday, December 4, 2013. It was agreed to change the date as requested by Hagan. The December meeting is an important meeting as the 2015 budget recommendations need to be presented and approved on that night so they are ready to be submitted to the Town Manager in a timely fashion. The annual Holiday Open House sponsored by the Friends of the Library will be held in the Children’s Room on Saturday, December 7th, 2013 from 1-4 p.m. There will be live music and complimentary food, beverages and a craft for children. This event is free and open to all ages. Board members are encouraged to stop by. Chairperson Hagan complimented the Friends of the Library for always doing a good job with this.

Treasurer’s Report: Treasurer Frank Herschede passed around a chart showing that the Peabody Institute Library Trust’s Funds totalled $428,684 in September and $436,633 in October. Herschede stated he questions the frequency with which assets are turned over by the fund managers. He worries that they may be unnecessarily “churning” the accounts to generate fees. Herschede said he would like to do some research before our meeting with our financial advisors. In reviewing the account balances for the Trust’s funds in Library’s operating budget – in particular funds to pay for programs - Director Thibeault informed the Board that checks to cover many programs are cut prior to the actual program date and that there are sufficient funds to cover costs for the entire year. In terms of postage costs, there was a discussion on whether the Director should continue to send advance packets for Board meetings to the Trustees’ homes or send it electronically. The Trustees stated they would like to see the information sent to their homes as has been the practice. A motion was made by Wilbur Cobb and seconded by Frank Herschede to accept the treasurer’s report as presented. Motion passed unanimously.

Building and Grounds Report: Chairperson Frank Herschede led the following discussion: the library is still awaiting word from the Department of Public Works and SOS Security on scheduling upgrade of our panic button system. Wiring must be run from the 3rd floor to a control box on a lower level and this must be done by a contracted electrician. Director Thibeault will speak with Bruce Esty of the DPW regarding this. The broken railings on the 1st and 2nd flights in the Sylvan Street stairwell were repaired this week. Kurt Ruchala of FIREPRO recently completed and submitted the Special Hazards Fire Protection Alternatives Report as requested by the Board which contains discussion of and recommendations concerning fire protection and suppression in the Danvers Archival Center. Director Thibeault is currently reviewing the report and will discuss it at either the December or January meeting. There was an approximately 60 minute power outage on November 7, 2013 from 2-3 pm. Patrons were evacuated from the building and doors were secured while staff awaited word on the powers restoration. When power was restored at 3:00 pm, doors were unlocked and reopened and public services were resumed. We are still working on upgrading the lighting on the walkways leading from the rear entrance to Peabody Avenue. There are areas on the walkways near the front entrance where water puddles and sometimes freezes due to problems with grading. Chairperson Herschede suggested placing sand in those low areas. Thibeault will discuss this with the DPW. A motion was made by Wilbur Cobb and seconded by Julie Curtis to accept the building and grounds report as presented. Motion passed unanimously.
Report of the Lyceum Report: In Chairperson Mary Beth Verry’s absence, Director Thibeault reported that three upcoming Saturday programs have been scheduled. On December 21st the New England Aquarium will be presenting a program on penguins. 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. In March a program still to be announced is expected to be held. A motion was made by Natalie Luca Fiore and seconded by Frank Herschede to accept the Lyceum report as presented. Motion passed unanimously.

Director’s Report: Library Director Alan Thibeault handed out the Recommendation to the Town of Danvers Fiscal Year 2015 Budget Policy. Thibeault will be presenting this recommendation to trustees at December 4th meeting. If the trustees approve recommendation, it will be submitted to the town manager. Thibeault reported that a number of town collective bargaining agreements are due to expire on or about June 30, 2014. Presently the Town Manager has not yet established the anticipated pay adjustment for next year, but has informed Thibeault he estimates it will be in the area of a 1.5-2.0% increase. Thibeault reported a budget meeting and briefing timetable: January meets with Town Manager and Assistant Town Manager, February/March with the Selectmen and April with the Finance Committee. The library is preparing to conduct a community survey to evaluate local perceptions of library services and to identify unmet needs as the next step in the planning process. The objective is to deliver a plan for the trustee review and/or approval in time for the June 2014 meeting. The library is continuing the process of planning staff training for the active shooter scenario with Justin Ellenton of the Danvers Police Department. Thibeault is looking to schedule the two events early January 2014 and expects to have a revised written plan ready for Board review by the end of December 2013. The library has been informed that they have received a $200.00 grant from the Danvers Cultural Council for the March 2014 Julia Child program. The library has also received a $2,000 grant from the Coordinated Family & Community Engagement of Peabody to help purchase wall-mounted manipulative play units for the Children’s Room. Thibeault reviewed the FY2014 Circulation Statistics and noted that the monthly circulation counts has been down a bit for the last two months. E-Books were not moving as they were earlier and books in print and DVDs seem to move the most. Thibeault added that NOBLE’s counts were down also. The Long Range Plan suggests an increase in the number of books in print and DVDs as long as we are certain this is what the community needs and wants.

Miscellaneous Business: Trustee and Gala Fundraising Committee member Natalie Luca Fiore reported that the 2015 Gala Committee hopes to begin meeting after the new year. Luca Fiore also will speak with Trustee Charles Desmond regarding status of front lawn urn replacement. A short discussion was held regarding a suitable gesture by the Board’s to commemorate the recently slain Danvers. It was brought up that the family had set up a scholarship fund. It was decided to bring this up again before the whole board next month in hopes of coming up with a donation amount.

Adjournment: A motion was made by Wilbur Cobb and seconded by Frank Herschede to adjourn the November 13, 2013 Trustee meeting at 8:00 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis, Recording Secretary