Agenda – February 12th, 2014 – 7:00 P.M.

Archives, Peabody Institute Library

Call to Order

Pledge of Allegiance

Citizen Comments

To act on the minutes of December 4, 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
Present: Wilbur Cobb, Reni Conte, Julie Curtis, Charles Desmond, Natalie Luca Fiore, Michael Hagan, Frank Herschede, C.R. Lyons, Alan Thibeault

Absent: Mary Beth Verry

Guests: Carlie Dugan and Gregory Miner from Cornerstone Financial Partners

The Pledge of Allegiance was led by Chairperson Hagan. There were no citizens present nor had any citizen comments been forwarded to either Hagan or Director Thibeault.

Chairperson Hagan introduced both Carlie Dugan and Gregory Miner from Cornerstone Financial Partners who spoke about both the Peabody Institute and George Peabody Society stock portfolios. Dugan explained that both accounts were balanced portfolios meaning both consisted of not all stocks nor all bonds. Dugan informed us our policy of withdrawing $1,500.00 monthly to cover expenses was working quite well. The George Peabody Society portfolio is a little more conservative than the Peabody Institute. The feeling is the stock market is beginning to pick-up and showed more flexibility. At the end of the presentation and after reviewing the materials presented, the consensus of the trustees was we should continue our investments in the same way as had been done.

Secretary Minutes: A motion was made by C.R. Lyons and seconded by Frank Herschede to accept the December 4, 2013 Secretary Minutes as printed. Motion passed unanimously.

Treasurer Report: Treasurer Charles Desmond reported the budget was on track and in good condition. Desmond felt that both Director Thibeault and Chairperson Hagan did a spectacular job presenting the library budget in the meeting with the town manager and assistant town manager. A motion was made by Reni Conte and seconded by Wilbur Cobb to accept the Treasurers Report as presented. Motion passed unanimously.

Chairperson Report: Chairperson Michael Hagan reported the recent budget meeting with the town manager and assistant town manager went well. He added Director Thibeault appeared well prepared and there were no problems in the meeting. On Thursday, March 13th, the trustees will meet with the selectmen in the Toomey Room of Town Hall starting at 7:00 pm to go over our budget. Chairperson Hagan said he had received good feedback from the recent presentation by Howie Carr.

Building and Grounds Report: It was reported that the carpet runner just in the front doors in the main lobby looks shabby and is expected to be replaced in the spring. Town Archivist Richard Trask and Director Thibeault met with Fire Chief Kevin Farrell and David Lane and Paul McGonagle from the Department of Public Works last month. McGonagle will begin to work with vendors to put a proposal together to replace the charged water fire suppression system in the Archives with a water fog or water mist system. The halon system in the vault will likely be replaced by another non-aqueous system called Novec-1230. We hope to put the system replacement on a warrant for this May’s Town Meeting. The expected cost at this time is $70,000 - $80,000. Winter weather and hazardous conditions continue to delay the replacement by Witch City Roofing of the pilfered downspouts on the building. It is expected that once the weather stabilizes and becomes more seasonable, the work will be accomplished. A motion was made by C.R. Lyons and seconded by Charles Desmond to approve the building and grounds report. Motion passed unanimously.
**Lyceum Committee Report:** In the absence of Chairperson Mary Beth Verry, there was no report of the Lyceum Committee.

**Report of the Library Director:** Director Alan Thibeault reported the following: he was continuing the process of planning staff training for the active shooter scenario with Justin Ellenton of the Danvers Police Department. It is hoped to schedule the two events in early February 2014 and Thibeault expects to have a revised written plan for the Board review at the March 12th meeting. Jennifer McGeorge was selected to succeed Donna Maturi as the new Head of Reference and Information Services. She begins her duties this week. Previously McGeorge served as Information Technology Coordinator. Thibeault is currently seeking a replacement for Ms. McGeorge. Director Thibeault also reported the story hours were being held twice per week due to heavy attendance. In January the library averaged 37 children with 27 accompanying adults each day. Last week the library hosted two well-attended adult programs. On February 6th, 44 adults came to hear author Mark Bodanza and Celtics great Jo Jo White and on February 8th 123 adults came to hear and meet radio personality, columnist and author Howie Carr. Thibeault reported that longtime assistant librarian Dorothy Bragdon recently passed away. The family had asked for donations for purchasing and placing a outdoor bench in her memory adjacent to the Children’s Room.

**Gala Update:** C.R. Lyons reported that the Gala was tentatively scheduled for Saturday, March 7, 2015.

**Ur n Restoration:** Charles Desmond reported that he had submitted an application to the Essex Heritage Commission hoping to receive a grant to cover 50% of the restoration costs. Town Manager Wayne Marquis is in favor of restoration and showed interest in serving on the rededication committee. Desmond also has spoken with Myrna Fearer from the Danvers Herald who said she was willing to publicize our efforts in the newspaper. He also thanked the trustee’s donation support. Desmond reported Marquis suggested the rededication be part of the Family Festival. Thibeault will report donation amounts at the March trustee meeting. Desmond suggested matching the final amount.

**Adjournment:** A motion was made by C.R. Lyons and seconded by Wilbur Cobb to adjourn the February 12, 2014 Library Trustee meeting at 8:10 pm. Motion passed unanimously.

Respectfully submitted, Julie E. Curtis, Recording Secretary