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 TRUSTEE MEETING
Wednesday, March 12, 2014

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

Absent: Wilbur Cobb

The pledge of allegiance was led by Chairperson Michael Hagan. There were no citizens present and no citizen comments were presented.

Secretary Minutes: A motion was made by C.R. Lyons and seconded by Natalie Luca Fiore to accept the February 12, 2014 minutes as presented. Motion passed unanimously.

Chairperson’s Report: Chairperson Michael Hagan announced the Trustees would be meeting with the Selectmen tomorrow, March 13, 2014, at 7:00 pm in the Toomey Room at Town Hall to discuss our FY15 budget and encouraged Trustees to attend. Director Thibeault is continuing the process of planning staff training for the active shooter scenario with Justin Ellenton of the Danvers Police Department. A Trustee/Staff dinner is being planned for the last week of April. The guest speaker will be Allison Sloan, a librarian at the Wakefield Public Library. Ms. Sloan was selected 2013 paralibrarian of the year by the American Library Association. Christopher Amorosi was selected to succeed Jennifer McGeorge, who was promoted to Head of Reference and Information Services, as the new Information Technology Coordinator. Amorosi was previously the Assistant Librarian and the library is currently trying to find a replacement for him.

Treasurer’s Report: Treasurer Charles Desmond reported the FY14 budget was moving well and on schedule with nothing controversial. The trustee funds are moving along well with no issues as is the operational budget. Desmond continued that the stock market was a little off due to world concerns but was beginning to come back. Desmond has no complaints or concerns with the handling of our funds. Desmond feels Director Thibeault and others running the library a doing a good job keeping within the budget. Desmond and the Investment Subcommittee will be having quarterly meetings with Raymond James to talk about investment strategies. A motion was made by Frank Herschede and seconded by Irene Conte to accept the Treasurer’s Report. Motion passed unanimously.

Report on Urn Replacement: Charles Desmond reported that he did submit a proposal with the Essex Heritage Foundation on for a $1,500.00 matching fund grant. Town Manager Wayne Marquis suggested Desmond speak with 2014 Family Festival Chairperson David Benson to see if we could coordinate re-dedication date with the Rotary Club function that would be a part of the Family Festival. Desmond reported an urn restoration informational mailing would be going out to the Danvers community with their electric bills. The urn restoration and installation should take approximately six weeks. Desmond would like to have this done in time for a rededication celebration in early/mid June. Director Thibeault agreed to contact Cassidy Brothers Forge to see if restoration work might be accomplished this spring.

Report of Building and Grounds: The Archives fire suppression system is awaiting inclusion in the FY15 municipal budget as a warrant item. Director Thibeault reported that February’s inclement weather left the library with a dangerous buildup of ice on the walkway from the circular drive to the main parking lot. A fast melt followed by an even faster freeze created a thick sheet of hard-frozen ice. Barriers are in place and it is hoped that warmer
weather will make it easier to remove the ice and make the walkway passable once again. Thibeault also reported ice dams on the roof contributed to two separate days of water leaking in the elevator shaft and, ultimately, into the elevator car itself. While there was no structural damage to the car, it was taken out of service for portions of those two days. A repairman from Associated Elevator inspected the car afterwards and deemed it safe for operation. Better weather has eliminated the immediate problem.

**Report of the Lyceum Committee:** Committee Chairperson Mary Beth Verry reported that earlier this month she, Director Thibeault, and Librarian Jim Riordan and taped an informational segment on library programs which will soon air on DCAT-TV. Verry and Thibeault are considering doing a future 30 minute cable show with the featuring other Library staff, events and resources.

**Adjournment:** A motion was made by C.R. Lyons and seconded by Charles Desmond to adjourn the March 12, 2014 library trustee meeting at 7:35 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary