Agenda – April 9th, 2014 – 7:00 P.M.

Archives, Peabody Institute Library

Call to Order
Pledge of Allegiance
Citizen Comments
To act on the minutes of March 12, 2014
To act on the Chairperson’s Report
To act on the Treasurer’s Report
To act on the Report of the Urn Restoration Committee
To act on the Reports of Standing Committees

Buildings & Grounds/Renovations
Lyceum
To act on the Director’s Report
Adjournment

Michael Hagan
Michael Hagan
Michael Hagan
Michael Hagan
Michael Hagan
Charles Desmond
Charles Desmond
Michael Hagan
Frank Herschede
Mary Beth Verry
Alan Thibeault
Michael Hagan
MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, April 9, 2014

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

Absent: Irene Conte, Charles Desmond, C.R. Lyons

The Pledge of Allegiance was led by Chairperson Michael Hagan. There were no citizens present nor were any citizen comments presented.

Call To Order: April 9, 2014 Library Trustee meeting was called to order at 7:05 pm by Chairperson Michael Hagan

Secretary Minutes: A motion was made by Natalie Luca Fiore and seconded by Frank Herschede to approve the Secretary Minutes of March 12, 2014. Motion passed unanimously.

Report of the Chairperson: Chairperson Michael Hagan reported that Trustee Charles Desmond and Town Archivist Richard Trask looked over the grounds discussing where to place the Peabody Urn once it is restored. The feeling is the repair of the urn will occur too late for the Family Festival. Director Thibeault came up with another idea. The library will once again be hosting a sculpture exhibit which will end on September 12, 2014. Thibeault suggested the re-dedication might be done in conjunction with the end. Mary Beth Verry opined that any repair work should not be done until the fundraising goal is achieved. It was decided to wait until trustees received more information from Charles Desmond. The Trustees will be meeting with the Finance Committee on Monday, April 28, 2014 at 7:00 p.m. in the Toomey Room of the Town Hall to discuss the FY 2015 library budget. Chairperson Hagan and Director Thibeault previously met with the Board of Selectman and there were no issues with our budget. The rewrite of the library security plan is moving slowly. Thibeault hopes to have staff training by the 3rd Tuesday in May. Rachel Alexander has been hired as a part-time Assistant Librarian and began work on April 7th. She is replacing Chris Amorosi who was recently promoted to Information Technology Coordinator. The Trustee/Staff Dinner will be held on Thursday, May 1, 2014 at the Polish Club beginning at 6:00 pm. This year’s speaker will be Allison Sloan, ALA’s Paralibrarian of the Year and a staff member at the Lucius Beebe Memorial Library in Wakefield, Mass. A date of March 7, 2015 has been set for the next Library Gala. More gala discussions will follow.

Report of the Treasurer: In Treasurer Charles Desmond’s absence, Assistant Treasurer Frank Herschede reported the following for March 2014: Peabody Institute account started with $444,722 and ended with $443,854 for a loss of $856.00. $1,500.00 was withdrawn from account to cover library expenses. The George Peabody account started at $98,129.00 and ended with $98,264.00 for a gain of $135.00. A motion was made by Wilbur Cobb and seconded by Mary Beth Verry to accept the Treasurers Report as presented. Motion passed unanimously.

Report of Building and Grounds Committee: The temporary electrical heaters installed by the Department of Public Works since the demise of our boiler are keeping the building habitable. While we have had some cold mornings, the staff has borne up quite well under the circumstances and are to be commended. The DPW has brought in a couple of engineers to inspect the building as they search for a better way to heat (and possibly cool) the building. Any installation must be completed by next fall. Director Thibeault will report any new information as it becomes available. Danvers Fire personnel conducted an inspection of the building on April 1st. Deficiencies noted included one out of date fire extinguisher, missing ceiling tiles in several non-public areas, items stored too close to the ceiling in some storage areas and the need for “housekeeping” in some storage areas. Director Thibeault has already discussed the housekeeping issues with department heads and will bring the other deficiencies to the attention of the DPW’s Building Division. Trustee Frank Herschede noted the poor condition of the floor mat inside the main entrance of the building. Thibeault stated that he will order a replacement.
**Report of the Lyceum Committee:** Chairperson Mary Beth Verry reported that last Wednesday’s Train program attracted 57 people. Attendees all enjoyed Steve Delaney’s presentation and would like to see him again with a longer version.

**Report of the Library Director:** Director Thibeault will present the initial draft of the Long Range Plan to the Trustees at the June meeting. The ongoing patron survey, part of the Library’s long range planning process, has elicited over 100 responses to date. The Plans’s mission statement is complete and the committee is now working on establishing goals and objectives. Thibeault provided draft copies of the Emergency Procedures Plan to the Trustees for review. He will also forward copies to the Police and Fire Chiefs, Town Manager and Assistant Town Manager, as well as all Department Heads for review.

**Adjournment:** A motion was made by Julie Curtis and seconded by Wilbur Cobb to adjourn the April 9, 2014 Library Trustee meeting at 7:35 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary