Agenda – Wednesday, September 10th, 2014 – 7:00 P.M.

Archives, Peabody Institute Library

Call to Order
Pledge of Allegiance
Citizen Comments
To act on the minutes of May 14, 2014
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, September 10, 2014

Present: Wilbur Cobb, Reni Conte, Julie Curtis, Mike Hagan, Natalie Luca Fiore, Frank Herschede, C.R. Lyons, Alan Thibeault, Mary Beth Verry

Absent: Charles Desmond

The Pledge of Allegiance was led by Chairperson Michael Hagan. There were no citizens present and no citizen comments were submitted for consideration.

Call to Order: September 2014 Trustee Meeting was called to order by Chairperson Hagan at 7:02 pm.

Secretary Minutes: A motion was made by C.R. Lyons and seconded by Reni Conte to approve the June 11, 2014 meeting minutes. Motion passed unanimously.

Chairperson’s Report: Chairperson Michael Hagan reported that Michelle Deschene-Warren had been promoted from the Young Adult Librarian to Head of Youth Services. Youth Services is a newly-formed department and will encompass both Children’s and Young Adult Services. As a result of the change, Karen Veilleux has had her title changed from Assistant Head of Children’s Services to Assistant Head of Youth Services. The ARIS report for FY2014, which details our key statistics, has been submitted to the Massachusetts Board of Library Commissioners. We are currently at work on the FY2014 Financial and Compliance reports which are due to be submitted to the MBLC by October 10, 2014. We are expecting a bump of 25-30% in State Aid. After a discussion regarding the revised copy of the proposed Guidelines for User Behavior, a motion was made by C.R. Lyons and seconded by Mary Beth Verry to approve the revised Guidelines. The motion passed unanimously. A discussion was held regarding the new Circulation Policy. Trustee C.R. Lyons expressed a concern regarding ‘what is needed’ and that the new policy might make it harder for patrons to take out books. Director Thibeault explained that it was necessary for the Library to establish both identity and address for any patron. He reassured the Board that Library staff and supervisors work hard to ensure new patrons can be issued a library card. After the discussion a motion was made by C.R. Lyons and seconded by Natalie Luca Fiore to accept the revised Policy. The motion passed unanimously. The Employee Emergency Procedural Guidelines was discussed. The policy has been vetted by both the Town Fire and Police Chiefs. The policy is currently under final revisions based on input and a final draft will be mailed to Trustees this month for their review and for discussion/approval at the October 8, 2014 meeting.

Treasurer’s Report: Treasurer C.R. Lyons handed out the income, petty cash, and budget reports, as well as a completed budget breakdown of our last year for our review. Lyons updated trustees on the performance of their two investment accounts. The Peabody Institute Trust and George Peabody Society Investment accounts have returned 11.346% and 11.306% respectively over the last 12 months. The portfolio remains conservatively positioned with 46% Equities/44% Fixed Income/10% Alternatives. Mary Beth Verry inquired about the slight increase in the FY 2015 operating budget’s Lyceum line. Director Thibeault explained that he had increased most lines in the FY 2015 budget from the previous year and that the Lyceum line had increased by about 1.2% from FY 2014. These increases were accomplished by a higher municipal appropriation as well as a reallocation of Trust and LIG/MEG funds within the budget. He also reiterated his desire to increase the amount of Trust money in the operating budget – a matter he first raised at the June 11, 2014 meeting – and plans to present a formal request to
the Board at next month’s meeting. After the discussion a motion was made by Reni Conte and seconded by Wilbur Cobb to accept the Treasurer’s Report. Motion passed unanimously.

**Report of Building and Grounds:** Chairperson Frank Herschede reported several things: On August 28th Witch City Roofing conducted an initial inspection of the leaks in the parapet area along the Mill Pond-facing side of the Children’s Room. They effected repairs along the exterior wall nearest the circular drive. The library is awaiting another heavy rain event to see if that fixed the problem. Pipes behind a storage cabinet in the Gestetner Room (work area next door to the boiler room and off the magazine storage room) began to leak noticeably this month, seeping onto the tile floor. It appears that the leak, may originate in a supply line for the boiler room water heater which provides hot water to the restrooms in the main building. DPW personnel are scheduled to examine the leak on September 5th and determine a repair procedure. The library is awaiting details from the DPW on when the HVAC replacement will begin and how it will proceed. A memorial bench in memory of the former Children’s Room librarian, Dorothy Bragdon, had to be returned upon receipt due to damage. When a replacement finally arrived it, too, was found to be slightly damaged. Director Thibeault has worked with the vendor and a replacement end piece will be sent. Thibeault will coordinate repairs to and installation of the bench with the DPW. Trustee Curtis questioned why the bench had twice arrived damaged. Director Thibeault responded the company was blaming the shippers. Herschede spoke about the unattractive dirt patch on the left side of the library entrance. Thibeault responded that the dirt covers the old oil tank which is to be removed when the new heating system (gas-fired) is installed. Trustee Lyons suggested installing a “Pardon our Appearance” sign by the area. Thibeault indicated he would take care of that. Trustee Luca Fiore spoke about individuals from nearby office building using library parking lot, often all day, several days a week. Suggestions were made to alleviate this. Director Thibeault will work with the Town on installation signage indicating parking for library staff/patrons only and/or sending the building’s owner and tenants a letter letting them know that they should not use our lot.

**Report of the Lyceum Committee:** Chairperson Mary Beth Verry reported that an Early Release Day program entitled “Eyes of the Wild” will be held on October 1, 2014. Committee member Natalie Luca Fiore is planning another program to be held in the future.

**Adjournment:** A motion was made by C.R. Lyons and seconded by Wilbur Cobb to adjourn the September 10, 2014 Library Trustee meeting at 7:55 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary