Agenda – Wednesday, October 8th, 2014 – 7:00 P.M.

Archives, Peabody Institute Library

Call to Order
Pledge of Allegiance
Citizen Comments
To act on the minutes of September 10, 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, October 8, 2014

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

Chairperson Michael Hagan led the Pledge of Allegiance. There were no citizens present nor were there any citizen comments submitted.

Call to Order: October 2014 Library Trustee meeting was called to order at 7:02 pm by Chairperson Michael Hagan.

Secretary Minutes: A motion was made by C.R. Lyons and seconded by Reni Conte to accept the September 10, 2014 secretary minutes as printed. Motion passed unanimously.

Chairperson Report: Chairperson Hagan reported that the library would be closed on October 13th in observance of Columbus Day. Hagan discussed the Emergency Procedural Guidelines, indicating that both the Police and Fire Chiefs reviewed the plan and provided feedback which Director Thibeault integrated into the final version of the Plan. Trustees remarked they liked how the Plan was written. After the brief review of the Plan, a motion was made by C.R. Lyons and seconded by Wilbur Cobb to approve Plan. Motion passed unanimously. The next step will be to train the library staff on the general provisions of the plan and then offer specific training on how to react in an emergency situation involving an active shooter. Hagan reported that a patron had been issued a no trespass order due to past incidents of viewing pornography on public computers in the library. Same individual had been issued a no trespassing order in 2006 which was reviewed and revoked in 2009. However, the individual was observed again viewing pornography and was issued a no trespass order back in 2010 which was finally served, in person, by Library staff with Police assistance last evening. Individual contacted Thibeault this morning stating he received the message and asked for another chance. Thibeault informed him that the order would remain in effect indefinitely. Lisa Bucco, formerly an Assistant Librarian, has been promoted to Youth Services Librarian, as part of the newly organized Youth Services Department. As a result of change, Karen Veilleux, formerly Assistant Head of Children’s Services, had her title changed to Assistant Head of Youth Services. Library currently in the process of recruiting and hiring a new Assistant Librarian. The ARIS and Financial Report for FY 2014, which details our key statistics and financial activity, have both been submitted to the Massachusetts Board of Library Commissioners. As submitted, we are qualified for a full share of State Aid to Public Libraries. The award usually comes in two installations: one early in 2015 and then the final award two three months later. Library is hopeful this year’s award will total between $26,000.00 and $29,000.00. The Art of Sculpture was another successful show with numerous positive comments from visitors. Its success has caught the attention of other communities who are beginning to look to outdoor sculptures to attract visitors. Director Thibeault has already begun preliminary planning for next year’s exhibition.

Treasurer’s Report: Assistant Treasurer Frank Herschede handed out a Trustee listing and asked everyone to review to make sure information is correct. Treasurer C.R. Lyons handed out the following reports: Trustee Income and Trustee Petty Cash for August 2014, Trustee’s Funds application for July 1, 2014 – August 31, 2015. Director Thibeault requested increased appropriation in Trust funds to the operating budget in FY 2015. As a background: The Board of Trustees has made $20,000 available annually for the past several years to supplement the Library’s operating budget. Roughly one quarter of these funds have been used for materials. The remaining three quarters have been used for program expenses, sundries, and supplies. Programming costs have increased during that period of time as has attendance at our programs. Additionally, entertainment costs have increased. The following recommendation has been made: That the Board of Trustees vote to allocate an additional $3,000.00 in Trust monies (bringing the total amount of Trust monies applied to the operating budget to
$23,000.00) to the FY 2015 operating budget to help cover these increased costs. At the end of the discussion a motion was made by Natalie Luca Fiore and seconded by Wilbur Cobb to accept the Treasurers Report and the request for an addition $3,000 appropriation in Trust funds to operating budget for FY 2015. Motion passed unanimously.

**Report of the Buildings and Grounds Committee:** A designee has not been selected for the Library’s HVAC upgrade. Once selected, the designer will establish the schedule for the upgrade. The Department of Public Works is working with vendors to select and procure a temporary heating solution for the upcoming heating season. The library may well be closed some days this winter due to work on the new system. The new boiler and related equipment may not be ready for delivery for up to 8-12 weeks once the design work is finalized. Work expected to begin in February-March. Heavy rains in August and September revealed that Witch City Roofing’s efforts to repair a leak in the Children’s Room along the exterior wall facing the pond was not entirely successful. The remaining leak, which allows rainwater to run down the backside of the dry wall along the side of the play pit area of the Children’s Room, appears to be located on the exterior wall abutting a terrace, an area outside of the scope of the earlier parapet repairs, and may require some excavation of the upper terrace of the wall system. No date has been set for the work. The Department of Public Works has traced the Gestetner Room leak to a plugged drain pan in the Circulation Office. Department of Public Works was able to clear the drain. In Chairperson’s Frank Herschede’s absence, Director Thibeault had both the front lawn cleaned, and blighted holly bushes and trees trimmed. Thibeault said staff now feels safer leaving the building after dark as they can see the building from the parking lot. The Grounds Division would like to hydro seed the front lawn in the springtime so long as no watering bans are in effect. The library is still waiting for a replacement part for the Memorial Bench. The Bragdon Family has been apprised of this.

Charles Desmond, Chairperson of the Urn Replacement Committee reported that the Urn Replacement Committee met before our general meeting tonight. Desmond reported over $12,000.00 has already been received towards restoration; this figure includes individual donations and a $10,000.00 pledge from the George Peabody Society. The cost of restoration and installation is $19,200.00. Chairperson Desmond said the objective was to dedicate the replaced urn during the Sculpture Dedication next year. Frank Herschede, a member of Kiwanis, agreed to speak in favor of a donation by the Danvers Kiwanis Club to the Urn restoration fund and Desmond will apply for a Danvers Cultural Council grant in hopes of securing funding to help defray costs of restoration and installation.

**Director’s Report:** Director Thibeault handed out the September 25, 2014 operating budget, total spending for FY 2014 as well as Total Spending by Source of Appropriation, and the September 2014 circulation report.

**Adjournment:** A motion was made by C.R. Lyons and seconded by Reni Conte to adjourn the October 8, 2014 library trustee meeting at 7:38 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary