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

Archives, Peabody Institute Library

Call to Order
Pledge of Allegiance
Citizen Comments
To act on the minutes of October 8th, 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
  Urn Restoration
To act on the Director’s Report
Adjournment

Michael Hagan, Chair
Wilbur Cobb
Irene Conte
Julie Curtis
Dr. Charles Desmond
Natalie Luca Fiore
Frank Herschede
C.R. Lyons
Mary Beth Verry

Michael Hagan
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C.R. Lyons
Frank Herschede
Mary Beth Verry
Dr. Charles Desmond
Alan Thibeault
Michael Hagan
MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MEETING
Wednesday, December 10, 2014

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

**Absent:** Wilbur Cobb, Natalie Luca Fiore

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

**Secretary Minutes:** A motion was made by C.R. Lyons and seconded by Irene Conte to accept the November 12, 2014 secretary minutes as printed. Motion passed unanimously.

**Chairperson’s Report:** Chairperson Michael Hagan reported that last Saturday’s Library Open House was well attended and the band was good. Hagan thanked the library staff for all their help in making it a success.

**Treasurer’s Report:** Treasurer C.R. Lyons reported there was nothing out of the ordinary in the disbursement of our funds. Lyons will get a year-end report on our investment portfolio and will invite our counselors to a future meeting to review this portfolio. Copies of the July 1, 2014-June 30, 2015 Trustee Funds report and October Trustee Income and Petty Cash disbursements was circulated and discussed. A motion was made by Julie Curtis and seconded by Frank Herschede to accept the Treasurer’s Report. Motion passed unanimously.

**Building and Grounds Report:** Chairperson Frank Herschede reported that the heat in the library was off for 36 hours but was presently back on. The library will still rely on a temporary boiler all winter with the due date for a permanent boiler March or April of next year. The second floor bathroom floors are due for replacement next year as well as the rug in the Gordon Room. A warrant to cover the costs will be presented at the 2015 Town Meeting. The Children’s Room is parapet wall continues to leak in heavy rains. Director Alan Thibeault stated that Public Works will likely make necessary repairs in the spring. Meanwhile, the leakage has caused a horrible stain on the Children’s Room carpeting and cleaning will be required. The memorial bench in honor of Dorothy Bragdon is ready to be installed and Director Thibeault stated that Public Work awaits dry weather for the installation.

**Peabody Urn Report:** Urn Restoration Committee Chairperson Charles Desmond thanked Mary Beth Verry for her efforts in speaking before the Danvers Cultural Council and reported that the Council has awarded a grant of $1,000.00 towards cost of urn restoration. It was mentioned that the Cultural Council had a concern on future thefts. Trustee Chair Michael Hagan suggested adding a surveillance camera to the area where the urn would be placed. Desmond also reported that the Eastern Bank Charitable Foundation had committed $1,000 and the Peoples United Bank Charitable Foundation had committed to $3,000 in January, 2015. Desmond had spoken with David McKenna who suggested he also contact the North Shore Bank. Desmond reported the Committee now had sufficient funds for the restoration of the Peabody Urn and thanked the Trustees for their efforts in securing the funds. Trustee Herschede suggested thank you notes signed by the Trustees be sent to donors.

**Lyceum Committee Report:** Chairperson Mary Beth Verry reported that two programs have been planned for January and February 2015. On Saturday, January 3rd, starting at 2:00 p.m., Leland Faulkner’s “World of Wonder” will stimulate viewers imaginations through shadow-theater, illusion, and characters from around the world. Physical theatre, classical conjuring, and creative storytelling create a performance that has been hailed as a theatrical feast. This program is geared towards young people. On a date and time to be announced in February, a program entitled “The Right to Liberty” will be presented by Valerie Tutson. A brief description of this program is: During the colonial period and the time of the American Revolution, freedom was on the minds of all people, including those held in captivity or on the margins in the free Black communities. Black people who wanted to make sure that the revolutionary ideas of the rights to life, liberty, and the pursuit of happiness would become reality for themselves, their community, and their children. Storyteller Tutson recounts significant moments from
this moment in our national history. Verry informed us both programs had inclement weather dates. Verry also informed us that Vice-Chair Natalie Luca Fiore was working to coordinate other programs for later dates. Charles Desmond suggested Verry forward information on the two programs above to the Diversity Committee.

**Report of the Library Director:** Director Alan Thibeault reported that the Town Selectman accepted the loan of a Menorah from the local Chabat to be placed near the Rotary Pavilion. Thibeault also contacted Rita Galvin to accept a loan of a crèche that she offered last year. This crèche is now on display in the upper lobby. This crèche will be returned to Galvin at the end of the season. In the past gifts offered were accepted at the discretion of the trustees. Charles Desmond suggested a policy be written regarding accepting gifts to the library. Thibeault handed out reports of to-date expenses and circulation statistics. Thibeault also handed out for review the FY 2016 budget request as well as salary tables. Thibeault feels it is a modest budget and should not be objected by anyone. He also feels our requests should give us more sufficient funds to accomplish our goals. A lengthy discussion was held regarding two senior employees (Assistant Director and Head of Technical Services) who are expected to retire in early 2016 and extra costs associated with overlapping personnel hours to ensure smooth transition and adequate service desk coverage. At the end of the proposed budget discussion, a motion was made by C.R. Lyons and seconded by Reni Conte to approve the budget proposal. Motion passed unanimously. Thibeault reported that all town department budgets had to be presented to the Town Manager by December 22, 2014 and that the Trustees and Director will meet with the Town Manager at 5:00 pm on Thursday, January 8th in the Town Manager’s Conference Room at the Town Hall to discuss the FY 2016 library budget and answer any questions by the Town Manager.

**Adjournment:** A motion was made by Charles Desmond and seconded by C.R. Lyons to adjourn the December 10, 2014 Library Trustee meeting at 7:45 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary