

**MINUTES OF PEABODY INSTITUTE LIBRARY OF DANVERS TRUSTEES EXECUTIVE MEETING**

Wednesday, November 9, 2022

**Present:** Noelle Boc, Jessica Cargile, Irene Conte, Julie Curtis, Charles Desmond, Christi Farrar, Natalie Luca Fiore, Michael Hagan, Donna Hopkins, Kenneth Yoon Lee

**Call to Order:** The November 9, 2022 meeting of the Peabody Institute Library of Danvers Trustees was called to order at 7:05pm by Chairperson Natalie Luca Fiore.

**Pledge of Allegiance:** The Pledge of Allegiance was led by Chairperson Luca Fiore.

**Public Comments:** There was no public in attendance nor were there any public comments submitted for our consideration.

**Approval of the minutes of the October 12, 2022 meeting:** A motion was made by Donna Hopkins and seconded by Christi Farrar to accept the minutes of the October 12, 2022 trustee meeting as printed. Motion passed unanimously.

**Trustee Reports:**

Chairperson's Report: Chairperson Natalie Luca Fiore thanked Director Noelle Boc for her efforts in making Richard Trask's 50<sup>th</sup> Archives Anniversary beautiful. She added the house was packed with an estimated count of 120 guests attending. The Friends of the Library did a lovely job. It was nice to have trustees Julie Curtis, Charles Desmond and Christi Farrar attend also.

Treasurer's Report: Treasurer Donna Hopkins reported the following:

Peabody Institute of Danvers, Inc.

Beginning Balance	520,588.08
Deposits	0.00
Income	624.55
Withdrawals	0.00
Expenses	(1,312.15)
Changes in Value	14,254.35
Ending Balance	534,155.83

Year to Date (17.48)%

After the treasurer's report was presented, a motion was made by Jessica Cargile and seconded by Charles Desmond to accept the Treasurer's report as presented. Motion passed unanimously.

**Director's Report:**

Director Noelle Boc reported on several things:

Staff News - Jenny Santomauro, the new Head of Teen Services started on October 31<sup>st</sup>.

The library is currently interviewing four candidates for the full time assistant librarian position and have a couple of part time positions available, which we hope to fill after that. Bernadette Benman, one of

our part time assistant librarians, left for a full time reference position at the Swampscott library. Library pages David Bowler and Sarah Mondri started this week. Julie Curtis asked what the difference was between temporary and full time positions and asked if there had been any talk about making all positions full time, thus avoiding a large turnover. The staff had an excellent training around active shooters and building safety from Officers Jeff Smith and Michael Chase on November 3<sup>rd</sup>. Also reviewed was the emergency manual and discussed other emergency situations and how to handle them. Panic buttons were tested and not all are currently functional. This will be addressed with the SOS Alarm Company shortly.

Building News - Leif Rochna of the Department of Public Works has put in the order for outdoor building signs, which will be in black and white. The current wooden signs will be taken down during the process and the new ones will both be in more visible locations for drivers to see. The front walkway was scheduled to have been fixed the first week of November, but has been delayed. Library is waiting to hear a rescheduled date. One half of the front will be ripped up and replaced first, so that the front entrance will always be accessible. New cherry trees have been planted along the back entrance walkway.

Outreach and Programs – Director Boc, Jillian Parsons, and Amy Martin all presented at this year’s Citizen’s Academy at Endicott Park on October 20<sup>th</sup> to about 15 citizens about the library’s history, programs and services. Art drop off and set up for the Joys of Winter Art Association show will begin the week of November 14<sup>th</sup>. A reception for the show will be on November 19<sup>th</sup> from 2-4 pm. Two of our little libraries have been damaged; potentially as vandalism. These have been reported to the police. There is one other is in a bad state of disrepair. Essex Tech has been notified to see if their students would be willing to take on the project of fixing and/or improving the libraries.

**Old Business:**

Chairperson Natalie Luca Fiore has appointed Jessica Cargile as Chairperson of the Strategic Planning Committee. Cargile will appoint the committee.

**New Business:**

Director Boc announced the first budget meeting to go over the library budget basics will be held with the Town Manager and Director of Finance on December 8<sup>th</sup> at 4:00 pm. The Town is requesting all department budgets be level funded. Jessica Cargile also mentioned that the Town would be holding strategic planning meetings in 2023 regarding the future of the Town of Danvers up to year 2030, and were looking for citizens to be involved in focus groups. Anyone interested in serving or the process should visit [strategicdanversma.gov](http://strategicdanversma.gov). She added it would be good if we could get some library trustee involvement.

Trustee Vice Chair Christi Farrar led a discussion on the anonymous letter sent to board members and others.

**Adjournment:** Where there was no other business presented, a motion was made by Irene Conte and seconded by Charles Desmond to adjourn the November 9, 2022 library trustees meeting at 8:00 pm. Motion passed unanimously.

Respectfully submitted,  
Julie E. Curtis, Recording Secretary