

MINUTES OF PEABODY INSTITUTE LIBRARY OF DANVERS TRUSTEE MEETING

Wednesday, December 8, 2021

Present: Noelle Boc, Jessica Cargile, Irene Conte, Julie Curtis, Charles Desmond, Christi Farrar, Michael Hagan, Frank Herschede, Donna Hopkins

Absent: Natalie Luca Fiore

There were no citizens present nor were there any citizen comments presented for consideration.

The Pledge of Allegiance was led by Chairperson Michael Hagan.

Call to Order: The December 8, 2021 meeting of the Peabody Institute Library of Danvers Trustees was called to order by Chairperson Hagan at 7:00 pm

Secretary Minutes: Christi Farrar asked that the November 10, 2021 be changed to reflect that Shilpa Jacobie, Assistant Librarian, was attending as a Danvers citizen. Secretary Curtis agreed to make the correction. A motion was then made by Christi Farrar and seconded by Frank Herschede to approve the November 10, 2021 minutes as presented with the change noted. Motion approved unanimously.

Chairperson's Report: Chairperson Michael Hagan reported on the following:

ByLaw Committee report: Chairperson of the ByLaws Committee Natalie Luca Fiore had texted him that the committee's review and revisions of the existing bylaws was completed, but due to her absence tonight, the revised bylaws will be presented at the January 12, 2022 Trustees meeting.

Budget Update: The library budget is due for submission by December 9, 2021. There are very small increases in the fees we pay to the consortium, otherwise the budget will largely remain the same. The budget review will be held on Thursday, December 16th at 4:00 pm.

Library Open House: The December 5th Friends of the Library Open House was well received. It was estimated that 110 people attended this event.

Treasurer's Report: Treasurer Frank Herschede gave the following report for November 2021:

The Peabody Institute of Danvers Trust, Inc.

Beginning Balance	661,793.01
Income	7,955.19
Withdrawals	(10,000.00)
Expenses	2.17
Change in Value	(18,039.37)
Ending Balance	641,711.00

Year to Date 6.09%

A motion was made by Irene Conte and seconded by Jessica Cargile to approve the November 2021 treasurer's report as presented. Motion passed unanimously.

Director's Report: Library Director Noelle Boc reported on the following:

Candidate Interviews: Assistant Director Jennifer McGeorge and myself are interviewing candidates for our three open part-time positions. We received twelve applications with several excellent candidates.

Position Restructuring: I am doing a bit of restructuring to create better youth services for the library and the community. The finance director is allowing the library to create both a Head of Teen Services and a Head of Children's Services positions now as opposed to waiting until the new fiscal year. We will be able to post the Head of Children's Services position soon.

New Hire: The library has hired a graphic designer, Will Ragano, to create a logo for the library that can be used to define our "brand". The library will then be able to have a consistent visible presence and we shall be able to create marketing materials and other swag to help advertise services.

Library Policy Committee: We have created a small committee of five librarians to review and update all library policies. We plan to try and update one per month and will be bringing them to the Trustees to approve. The first policy we are reviewing is the Meeting Room Policy which was last updated in 2012. Boc handed out the revised policy for the Trustee to review.

Recarpeting: The recarpeting of the second and third floors is scheduled for the week of January 10, 2022. These two floors will be closed from Monday-Friday that week. In preparation, some shelving is being removed from the third floor and staff is discussing how best to move the computer workstations on the second floor. We shall be using the Gordon Room that week for patrons to access internet services and printing.

Solstice Party: There will be a December 21 Winter Solstice appreciation party for the staff from 9:00 am to 9:00 pm. A motion was made by Christi Farrar and seconded by Julie Curtis to authorize up to \$300.00 to cover costs of gift cards for the staff for the Winter Solstice staff appreciation party. Motion passed unanimously.

Staff/Trustee Get Together: It was pointed out that February is "Love Your Library" Month. The idea of a staff/trustee get together was presented.

New Business: Charles Desmond spoke about the upcoming January 17, 2022, 4:00 pm Martin Luther King, Jr. Celebration at the Danvers High School. He advised us that part of the celebration was student art and in the past the student art was displayed at the library afterwards. Where February is Black History Month, he was hoping we could once again display this art. Director Noelle Boc said she would speak with the high school regarding this.

Adjournment: Where there was no other business presented, a motion was made by Irene Conte and seconded by Christi Farrar to adjourn the December 8, 2021 library trustees meeting at 8:05 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary