

MINUTES OF PEABODY INSTITUTE LIBRARY OF DANVERS TRUSTEE MINUTES

Wednesday, November 10, 2021

Present: Noelle Boc, Jessica Cargile, Irene Conte, Julie Curtis, Christi Farrar, Natalie Luca Fiore, Frank Heschede, Donna Hopkins

Absent: Charles Desmond

Guest: Shilpa Jacobie, Assistant Librarian and Danvers citizen

The Pledge of Allegiance was led by Chairperson Michael Hagan

Call to Order: The November 10, 2021 trustees meeting of the Peabody Institute Library was called to order by Chairperson Hagan at 7:05 pm

Secretary Minutes: A motion was made by Irene Conte and seconded by Christi Farrar to accept the secretary minutes of the October 13, 2021 trustee meeting as printed. Motion passed unanimously.

Chairperson Report: Chairperson Michael Hagan reported that Assistant Chairperson Natalie Luca Fiore and he had met with library director Noelle Buc to come up with the library director's goals and objectives and would be meeting with her again in May. The goals and objectives were handed out to the trustees.

Treasurer Report: Treasurer Frank Heschede presented the following report:

The Peabody Institute of Danvers Trust, Inc

Beginning Balance	644,202.98
Income	386.57
Expenses	(1,621.62)
Change in Value	18,825.08
Ending Balance	661,793.01

Year to Date 7.76%

A motion was made by Christi Farrar and seconded by Natalie Luca Fiore to accept the treasurer report as presented. The motion passed unanimously.

There was a discussion regarding library bookkeeper Sue Kontos' request to transfer \$10,000 to cover FY 2022 trustee budget appropriations, with \$5,000 coming out of the Peabody Institute of Danvers Trust, Inc. Account and \$5,000 from the Patrick Clapham Memorial Account. After the discussion, a motion was made by Natalie Luca Fiore and seconded by Christi Farrar to transfer the \$10,000 for FY2022 trustee budget appropriations from the two accounts as requested by Sue Kontos. Motion passed unanimously.

Assistant Treasurer Donna Hopkins reported that the relationship with accountant Bob Guimond and the trustees had improved and Guimond would continue as the accountant. Chairperson Hagan thanked Hopkins for all her hard work with this.

Director Report: Director Noelle Boc handed out the Town of Danvers Fiscal Year 2023 Budget Goals and Objectives and briefly reviewed them. Boc also handed out the trustee contact information.

State Aid - Director Boc reported the library had applied for State Aid and received notice that it had been approved, with the first installment due to be received by the end of November with second installment by the end of May.

Budget Process - Director Boc has met with the Town Finance Director. She reported most budget items would stay the same. The town is asking to keep things as level funded as possible. December 9th is due date for budget to be presented to Town Hall and December 16th is the date for town and library to meet and discuss budget.

Library Positions update – Library is currently looking at hiring two part time positions, a full time Assistant Head of Access Services, and the other full time Assistant Head of Youth Services. Presently Director Boc is looking at turning the Assistant of Youth Services into a Teen Services position.

Vacation – Director Boc will be on vacation the week of November 15th.

Open House Information – details being worked on between the Director and the Friends of the Library.

Old Business: Director Boc has revised the agenda to make it more thorough so our meetings are in compliance with Open Meeting Law.

Adjournment: Where there was no other business presented, a motion was made by Natalie Luca Fiore and seconded by Donna Hopkins to adjourn the November 10, 2021 library trustee meeting at 7:50 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary