

MINUTES OF THE PEABODY INSTITUTE OF DANVERS LIBRARY TRUSTEE MEETING

Wednesday, February 9, 2022 – Via Zoom

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

There were no guests present nor were any citizen comments presented.

Call to Order: The February 9, 2022 library trustees meeting was called to order by Chairman Michael Hagan at 7:02 pm.

Approval of the Secretary Minutes: A motion was made by Charles Desmond and seconded by Christi Farrar to approve the secretary minutes of the December 8, 2021 meeting as presented. Motion passed unanimously.

Trustee Reports:

Chairperson’s Report - A discussion was held regarding the revised trustee bylaws. Chair of the trustee bylaws review committee Natalie Luca Fiore proposed bylaw revisions be discussed at the March meeting as it would be difficult to review the proposed changes via Zoom. Chair Hagan requested that Luca Fiore send trustees both the old bylaws and the proposed new bylaws before the March meeting so the trustees could review both and be ready to discuss why the revisions were suggested by the committee were recommended. We were also informed that the Town Council would have to approve any revisions before a vote to approve was taken. Luca Fiore was also asked to reach out to other libraries to find out the last time their by laws were revised and why. Christi Farrar also mentioned that the Massachusetts Library of Commissioners has a link of other library by laws. Charles Desmond commended the committee for their work.

Treasurer’s Report – because the assistant treasurer Donna Hopkins had not been given a report, there was not one available. Hopkins informed recording secretary Julie Curtis that she would email the report to her. Below it what Donna Hopkins forwarded:

Peabody Institute of Danvers, Inc.

Beginning Balance	653,333.95
Deposits	0.00
Income	360.55
Withdrawals	0.00
Expenses	(1,606.77)
Changes in Value	(27,988.71)
Ending Value	624,097.02

Year to Date (4.48%)

Directors Report – Director Boc spoke about several things. Nice comments have been made by patrons regarding director Boc delivering books to home bound patrons. There were also a lot of compliments regarding the recent presentation on the Tuskegee Airmen. Christi Farrar and Donna Hopkins were

thanked for attending the first social justice program. The carpeting project occurred with only a small hiccup or two. The new carpets look great on the 2nd and 3rd floors. Now that the carpeting is complete, we shall be doing some heavy duty shifting of books on the 3rd floor into their permanent homes. The result should be a better organized area. There have been a lot of staff change that has taken place. The budget process has been moving smoothly forward and will be presented for review and a vote by the trustees. In our budget narrative, we have been asked to provide a performance metric by the town for a resident to see and understand their 'bang for their buck.' Director Boc was happy to find that compared to last year, circulation is already up 32%. Christi Farrar and Boc attended the Financial Summit presented at the Select Board meeting on February 1st.

Old Business:

A brief discussion was held regarding the proposed changes to the Gordon Room policy. Chairperson Mike Hagan asked if there were any concerns. Christi Farrar asked about the number of times an agency could use in a month. Farrar suggested we limit it to twice a month. A motion was made by Christi Farrar and seconded by Julie Curtis to approve the new policy with the change that an organization could only reserve the Gordon Room twice a month. Motion passed unanimously. The student art from the MLK Ceremony has not arrived by the library. Director Boc will speak with Charles Desmond regarding who to reach out to.

New Business:

Director Boc proposed purchasing three low square café tables (24X24) and chairs, along with two armchairs for the Standing Room. The three tables would provide spaces for patrons to work singly or in pairs but spaced apart. The armchairs could be on either side of the fireplace and provide a spot for reading or casual conversation. Boc has browsed around for quality furniture, and asked the trustee approval of \$5,000 to purchase the furniture. A motion was made by Donna Hopkins and seconded by Christi Farrar to approve the transfer of \$5,000 from the Peabody Trust to cover the cost of new furniture for the Standing Room. Motion passed unanimously. There was a discussion regarding library being open Sundays. The library has witnessed very few patrons coming in and take outs have been slow. Boc is asking would it be feasible to close on Sundays. Several trustees offered in the past there has been a strong need for Sunday openings. The feeling is that COVID may be the cause of slowdown. Suggestion was made to advertise that the library is open Sundays. It was agreed trustees would revisit this as COVID restrictions are loosened. Director Boc informed us plans for a staff retreat and the DPW appreciation luncheon are postponed until COVID numbers continue to lower. The March 9, 2022 trustee meeting is expected to be in person.

Adjournment: Where there was no other business to be discussed, a motion was made by Natalie Luca Fiore and seconded by Donna Hopkins to adjourn the February 9, 2022 trustee meeting at 8:40 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary