

MINUTES OF PEABODY INSTITUTE LIBRARY OF DANVERS MEETING

Wednesday, February 8, 2023

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

Call to Order: The February 8, 2023 library trustee meeting was called to order at 7:00 pm by Chairperson Natalie Luca Fiore

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

Public Comments: There were no public attending for comments nor were there any public comments submitted for consideration.

Approval of the minutes of the January 11, 2023 meeting: A motion was made by Christi Farrar and seconded by Kenneth Yoon Lee to accept the minutes of the secretary for the January 11, 2023 meeting as presented. Motion passed unanimously.

Trustees Report:

Chairperson's Report - Chairperson Natalie Luca Fiore explained there was no chairperson's report.

Treasurer Report - Treasurer Donna Hopkins reported that she had not received a bank statement in time for this meeting but would forward it to recording secretary as soon it was received. Curtis received the following email from Treasurer Hopkins on February 14, 2023:

Peabody institute of Danvers, inc. **December 30-January 31, 2023**

Beginning Balance	546,451.39
Deposits	0.0
Income	697.29
Withdrawals	0.00
Expenses	(1,347.39)
Change in Value	24,200.66
Ending Balance	570,001.95

Year to Date 4.31%

Treasurer Hopkins reported that Carley Dugan from Cornerstone Financial Partners has requested to come and speak with the trustees regarding our investment portfolio in March instead of June which has been the practice. Chairperson Natalie Luca Fiore thought this was a great idea.

Director's Report - Director Noelle Boc reported on several things.

Boc was getting an accurate account of how many panic buttons were working. The library will be ordering a dozen more.

The Friends of the Library membership drive ended on January 31st and was very successful. They are back up to last year's membership levels of having over 100 members.

Director Boc met with Leif Rochna and Hayden Warren of the Department of Public Works to discuss Warrant Articles for the building for the next budget cycle. Those include the front walk and stairs being redone, adding LED lighting to the 3rd floor, re-carpeting the mezzanine, repairing various water damage/leaks, repainting the indoor dome.

The Archives received a \$500 donation from MaryAnn and Donald Kowalski.

The library is going to reach out to Simmons College to see if we can find an archives intern to start entering the Archives card catalog into the online catalog. Some work had been done several years ago, so we will ascertain where that work left off and train the intern how to enter the material.

Old Business:

Education Policy Discussion – We reviewed the proposed new Education Policy and Tuition for MLS Courses. Julie Curtis referred to #2 and requested that a specific time period be included.

A discussion was then held regarding how much money would be spent annually from the Education Fund. A motion was made by Mike Hagan and seconded by Irene Conte to fund up to \$15,000 annually without any cap. After a discussion on this motion a vote was taken but did not pass as only Mike Hagan and Irene Conte voted for it. A second motion was then made by Kenneth Yoon Lee and seconded by Jessica Cargile to fund \$10,000 annually with a cap. This motion passed. After the discussion Charles Desmond brought up that he felt that any cap would be detrimental because if one person was approved for a lot of money it would discourage anyone else from also asking. So, in the end, it was decided not to place any cap on funds approved but to reimburse 50% of tuition cost to any individual approved for funds. A motion was then made by Christi Farrar and seconded by Julie Curtis to approve the new Education Policy and Tuition Reimbursement for MLS Courses with changes made. This motion passed unanimously.

Charles Desmond requested Director Boc to make sure all employees got the new policy and she agreed to do this. Christi Farrar wanted to make sure that professional development funds and the new education funds would be separated.

Irene Conte asked if any public had contacted Director Boc asking her to remove any books. Boc responded no one had so far.

Chair Natalie Luca Fiore informed us that Kenneth Yoon Lee would be replacing Jessica Cargile as Chair of the Strategic Plan Committee.

New Business;

Director Boc spoke about a person entering the library who was recognized by an employee who had received a no trespass order back in 2018. When Boc found the letter informing the patron that the order had been issued, she realized that the letter didn't have a timetable on it. When she spoke to the police department, they had no copy of the letter. And in fact, they reported the person had already contacted them to see if the order was still in effect. Because the police had never received the original order, they informed the individual that they could reenter the library. Director Boc decided that the individual would be given a second chance and could reenter the library on a trial basis.

Director Boc reported she received a letter from a patron who was really pleased with the service he received when he came in for assistance with his Kindle.

Charles Desmond spoke about how impressed he was with the range of programs offered by the library.

Director Boc reported that the Select Board budget review is scheduled for Saturday, March 18th at 9:00 am. The school department and the library are scheduled are scheduled to go first, at approximately 9:30 am. Usually, the library will present after the school department. Boc included a FY 2024 Select Board budget review hearing schedule with our packet.

Adjournment: Where there was no other business presented, a motion was made by Irene Conte and seconded by Donna Hopkins to adjourn the February 8, 2023 trustee meeting at 8:00 pm. Motion passed unanimously.

Respectfully submitted,
Julie E. Curtis, Recording Secretary