

MINUTES OF PEABODY INSTITUTE LIBRARY OF DANVERS TRUSTEES MEETING

Wednesday, October 12, 2022

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

Absent: Irene Conte

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

Public Comments: There were no public comments brought forth.

Call to Order: The October 12, 2022 meeting of the Peabody Institute Library of Danvers was called to order by Chairperson Natalie Luca Fiore at 7:15 pm.

Approval of the minutes of the September 14, 2022 meeting: A motion was made by Charles Desmond and seconded by Kenneth Yoon Lee to approve the minutes of the September 14, 2022 trustee meeting as presented. Motion passed unanimously.

Chairperson's Report: Chairperson Natalie Luca Fiore informed us she had nothing to report.

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

Peabody institute of Danvers, inc – **August 31, 2022 to September 30, 2022**

Beginning Balance	553,443.26
Deposits	0.00
Income	1,166.85
Withdrawals	0.00
Expenses	0.00
Changes in Value	(34,022.03)
Ending Balance	520,588.08

This Quarter (4.05)% Year to Date (19.56)%

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

Director's Report:

Monthly updates report

The library was pleased to hire Jenny Santomauro as our new Head of Teen Services. She has been working as the community librarian at the Sawyer Free Library in Gloucester and has a great deal of library experience in both public and school libraries. Jenny will be starting Monday, October 31, 2022.

Director Boc has put in a request with the Department of Public Works to address the cracked and uneven walk directly in front of the steps. This area is very hard to navigate, especially with a walker or wheelchair, and is making it difficult for patrons to access the handicap ramp. It is also a tripping hazard. Boc is hoping for at least a temporary fix before winter. Both Julie Curtis and Charles Desmond requested that Chairperson Luca Fiore to write to the Head of the DPW that this is unacceptable and needed to be done as soon as possible.

The 50th Anniversary Celebration for the Danvers Archival Center will be held Saturday, October 15th from 1:00 - 4:00 pm. The Friends of the Library are taking care of all of the refreshments and Danvers Access Cable Television will be filming the event. Boc has been working with the DPW to get lettering for the glass window and replace lighting in the Archives for the event. Chairperson Luca Fiore will be acknowledging Richard's accomplishments.

The library will be closing on November 3rd for staff training on safety with the police department in the morning followed by a general staff meeting in the afternoon after lunch. Boc's goal is to have yearly safety training.

The Town nominated both Director Boc and Diversity Director Jasmine Ramon, to create a Request for Proposals for the American Rescue Plan funds that the town received during COVID that are earmarked for direct assistance to residents. They will be writing and then circulating the RFP, then forming a committee to review submitted proposals and award them to organizations that can aid our town residents in need. It was felt that both Boc and Ramon were more uniquely positioned to be in touch with community organizations and their needs.

The DPW BBQ is happening on Monday, October 17th from 12 to 2 in the Gordon Room. The Trustees are welcome to attend.

The Friends of the Library are planning a classical concert for November 19th at 2 pm. They also will be holding their annual Holiday Open House on Sunday, December 4th from 2 to 4 pm. Classic Grooves will be back, as well as refreshments, raffles, and a craft. Boc is planning to add to the celebration by having an adult craft or other activity up in the Standing Room to draw more visitors and make it more of a whole library event.

The Little Library by New Brothers was vandalized. The library is looking for how to replace it.

Director Boc is presently updating the personnel handbook. Boc said the present handbook goes back to 2005. She hopes to have an updated one done by the end of the year.

Old Business:

Director Boc has met with Leif Rochna from the Department of Public Works about the library's outdoor building signage. He is going to get quotes for new composite signs that won't decay like the current wooden ones and one will be placed on Sylvan Street and one on Peabody Avenue. They discussed having the Peabody Avenue one face the opposite direction so that approaching drivers can see it. There is a question of placement to avoid plowing issues and underground pipes and tanks that may need to be ascertained first, but it is moving forward. The new signs will say Peabody Institute Library of Danvers.

The air conditioning problem resulting in water dripping on the floor has been fixed.

New Business:

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New Strategic Plan - Director Boc is starting the new planning process. It was decided to table this discussion until next month.

Jessica Cargile reported that the library website doesn't have the updated list of Trustees on it.

Adjournment: Where there was no other business presented, a motion was made by Julie Curtis and seconded by Jessica Cargile to adjourn the October 12, 2022 library trustees meeting at 8:12 pm and to go immediately into Executive Session. Motion passed unanimously.

Respectfully submitted,
Julie E. Curtis
Recording Secretary