

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, January 8, 2020

Present: Julie Curtis, Charles Desmond, Christi Farrar, Natalie Luca Fiore, Michael Hagan, Joan Hagerty, Donna Hopkins, Alexander Lent, Jennifer McGeorge

Absent: Irene Conte, Frank Herschede

The Pledge of Allegiance was led by Chairperson Michael Hagan. There were no citizens present nor were they any citizen comments brought forth.

Call to Order: The January 8, 2020 trustee meeting was called to order at 7:05 pm by Chairperson Hagan.

Secretary Minutes: A motion was made by Natalie Luca Fiore seconded by Joan Hagerty to accept the minutes of December 11, 2019 trustee meeting as printed. Motion passed unanimously.

Chairperson Report: Chairperson Michael Hagan congratulated Director Alexander Lent on the great job he was doing. Hagan also gave an update on the progress on the updated camera system. Hagan said there had been a walk through with the company who had been awarded the contract and were apprised the library would not have to close for the installation. The library hopes that the work will either be started by next month or at least we will be given a date for start by then. Hagan reported that a male who had been issued a no trespass order in June 2018 had contacted the library today asking how long the order was in effect for. It was decided to ask the male to write a letter to our board requesting permission to be readmitted to the library.

Treasurer Report: Due to Treasurer Frank Herschede being absent from tonight's meeting and Assistant Treasurer Donna Hopkins not receiving a report from Herschede there was no treasurer's report available. The library will notify our Investment Advisors to place Hopkins on their email list so she can also receive investment Reports. Because library accountant Robert Guimond has had to request an extension on our tax filings, the library will also ask Guimond to copy Hopkins on any accounting business. Hopkins will get a December 2019 Investment Report to Recording Secretary Julie Curtis. Below is the report:

Peabody Institute of Danvers, Inc.	
Beginning Balance	468,638.61
Income (Dividends)	4,194.38
Withdrawals	0.00
Expenses	5.26
Change in Value	2,967.96
Ending Value	475,806.21

George Peabody Society, Inc.	
Beginning Balance	119,945.24
Income (Dividends)	1,057.73
Withdrawals	0.00
Expenses	1.41
Change in Value	722.50
Ending Value	116,726.88

Year to Date 16.17%

Year to Date 15.10%

Director's Report: Library Director Alexander Lent reported on several things.

Library Spending – Director Lent handed out both the FY2020 Department Report and Itemized Categories for November 1-December 31, 2019 and reported due to the holidays, there was little spending done last month. We are 50% throughout fiscal year.

State Aid – Lent reported our library had been awarded \$41,000.00 in State Aid this year. The first installment should be received within a few weeks. Trustee Julie Curtis congratulated Lent for finding ways to seek state aid in covering expenses.

Merging of two Investment Accounts – The State has approved the merging of the two investment accounts.

Tech/Building Warrant – Director Lent has met with the Town and submitted three things for consideration on Warrant: Tripping hazards to both the walkway to entrance and second floor carpeting area and that the sprinklers still had not been replaced. Trustee Curtis asked about improving the libraries landscape. Director Lent will request Supervisor of the Town Forest and Grounds Travis Riordan come and listen to trustee concerns regarding library landscaping.

Fundraising –There was a discussion on upcoming fundraising. Ideas suggested were: creating database of people who have donated to the library during the last 3-5 years, use of social media, purchasing a banner to fly over the square, including with the Electric Bill in August, and reaching out to town businesses.

Director Lent will invite the Friends of the Library to attend our February meeting.

Other Business:

Trustee Christi Farrar reported that the Massachusetts Commission on Libraries had declared that April 2nd was to be a Library Legislative Day, to discuss how important library funding was to the cities and towns of the Commonwealth. Farrar suggested we host a breakfast and invite our State Senator Joan Lovely and State Representative Theodore Speliotis, as well as the Danvers School librarians, our Library Staff and Trustees, the Friends of the Library, and the Public to show how important our library is to the community and how important State Funding to the library is. Two dates suggested for the breakfast were either Friday, February 28th or March 6th from 10-11:00 am. A motion was then made by Natalie Luca-Fiore and seconded by Christi Farrar for the library to commit to holding a legislative event to showcase our library and to approve Up To \$250.00 out of our Trust Account to cover the costs of this event. Motion passed unanimously.

Trustee Charles Desmond discussed having a March discussion regarding the duties of the Table Officers. Trustee Curtis asked that the duty descriptions of the Table Officers be available for this discussion.

Adjournment: Where no other business was brought to the Trustees for discussion or action, a motion was made by Natalie Luca Fiore and seconded by Joan Hagerty to adjourn the trustee meeting of January 8, 2020 at 8:10 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary