

MINUTES TO THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, October 9, 2019

Present: Irene Conte, Julie Curtis, Charles Desmond, Christi Farrar, Natalie Luca Fiore, Michael Hagan, Joan Hagerty, Frank Herschede, Alex Lent,

Absent: Donna Hopkins

There were no citizen's present nor were there any citizens comments presented for review by the trustees.

The Pledge of Allegiance was led by Chairperson Michael Hagan.

Call to Order: The October 9, 2019 trustee meeting was called to order by Chairperson Hagan at 7:02 pm.

Secretary's Minutes: A motion was made by Irene Conte and seconded by Frank Herschede to approve the September 11, 2019 secretary minutes as printed. Motion passed unanimously.

Trustee Reports:

Chairperson's Report:

Chairperson Michael Hagan reminded us at the May 2019 Board meeting, the Board voted to approve the goals set for the Director by the Chair and Vice-Chair for May through October, with the understanding that the three of them would meet in October or early November to review the Director's performance, negotiate salary and contract change, and establish goals for November 2019 through October 2020. Chairperson Hagan asked for a motion to do so. A Motion was made by Julie Curtis and seconded by Joan Hagerty for the Board of Trustees to authorize Chairperson Michael Hagan and Vice-Chair Natalie Luca Fiore to meet and review the Director's performance, negotiate salary and contract changes, and to establish goals for November 2019 through October, 2020. This motion passed unanimously. Hagan informed us these negotiations needed to be approved by a vote of the Board at either the November or December meeting.

Treasurer's Report:

Treasurer Herschede reported on our investment accounts for September 2019:

Peabody Institute of Danvers, Inc.

Beginning Balance	455,110.43
Income	1,067.97
Expenses	3.68
Change in Value	1,229.41
Ending Balance	457,411.49

Year to Date 11.64%

George Peabody Society, Inc.

Beginning Balance	111,844.83
Income	271.15
Expenses	1.46
Change in Value	293.49
Ending Balance	112,410.93

Year to Date 10.81%

Herschede advised us there was no report on the application of funds. Director Lent responded he would speak to Sue Kontos. Herschede said he would have the Investment Advisors attend the November meeting. At the end of the report, a Motion was made by Christi Farrar and seconded by Joan Hagerty to accept the treasurer's report as printed. Motion passed unanimously.

Director's Report:

Facilities:

Library Closure – the library will be closed from October 5 through at least October 21st. If all goes according to plan, library anticipates having a staff-only day on October 21st, to get everyone ready to open to the public on October 22nd. Asbestos tiles need to be abated, and this is work that is most likely to cause a delay. It has to be done properly. After the asbestos is abated, new carpeting will be installed on the Main Floor, move the circulation desk and circulation office to where the A/V section is currently located and move the A/V section where the circulation desk and circulation office are currently located. This will create a larger, simpler open area for the public.

CD Cabinet – As part of this work, library is reconfiguring our large CD Cabinet into eight smaller cabinets, which will be significantly more flexible and will work more effectively in our reconfigured space. The company that built the original cabinet is doing the work. We are still waiting for the quote of cost, but do not expect it to be exorbitant.

Wiring – The library is also installing more Ethernet jacks and power outlets in the new office and desk area. There is an estimated \$4,000.00 cost to this, which we anticipate covering with our Tech Warrant Allocation.

Painting – Due to a last minute issue with a vendor, we are not able to move the portrait of George Peabody before the building work starts. After connecting with a trusted vendor and they recommended that we leave the painting where it is, wrap it up carefully, and then move forward with restoration work after the building work is completed. Lent spoke with the Department of Public Works and they agreed that this should be okay for now. Lent believes that the library is not responsible for the quote received for the replacement of all water sprinklers. He will confer with the DPW to confirm this. Natalie Luca Fiore stressed we needed a maintenance plan.

Finances – FY 2020 Budget –In our meeting packet is a budget report through October 1, 2019. Lent reported the NOBLE budget is 'flat'. The library has received a \$5,000.00 grant from the Clara and Harvey Pillsbury Foundation to support the Pop-Up Library of Danvers in serving Danvers senior community! During the strategic planning process, we learned that many seniors want to use the library but are unable to get to it. Transportation is a barrier to service for this community. Fittingly, we are bringing library services right the seniors. This support from the Pillsbury Foundation will allow the library to increase and improve our service to the Danvers senior community. Director Lent is also applying for a MBLC Access Grant to be able to increase library programs.

State Aid – Director Lent has submitted the library annual financial report and State Aid application to the Massachusetts Board of Library Commissioners.

Community

Pop-Up Library will be popping up at the Senior Center on Wednesday, October 16th from 10:00 am to 1:00 pm.

Citizen's Academy – The Library is giving a presentation in Town Hall on Wednesday, October 10th, as part of Citizen's Academy, an effort to show members residents the inner workings of Town government.

Personnel – Director Lent reported Becca Crockett, library Assistant Head of Reference Services has accepted a position at a library closer to her home. Library plans on posting and filling the position as soon as possible. Lent also reported library still interviewing to fill the Assistant Librarian position.

Library Performance – July, August and September are now the library's all-time busiest months, with 76,000 circulations between them.

Other Business:

Charles Desmond asked about the Friends of the Library. Director Lent responded they raised money through their annual book sale, funded four concerts a year and funded costs of museum passes. Lent said he would like to see more creative things that the "Friends" could do to assist with the library. It was suggested that Director Lent speak to the Friends of the Library President regarding getting together and talking about their goals and objectives and coordinate ways the Library and the Friends of the Library could programs. Chairman Michael Hagan said he hoped to have a Staff/Trustee gathering the first of the year.

Adjournment: Where there was no other business to attend to, a motion was made by Irene Conte and seconded by Natalie Luca Fiore to adjourn the October 9, 2019 library trustee meeting at 8:00 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary