

MINUTES TO THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, December 11, 2019

Present: Irene Conte, Julie Curtis, Charles Desmond, Christi Farrar, Michael Hagan, Frank Herschede, Donna Hopkins, Alexander Lent, Jennifer McGeorge

Absent: Natalie Luca Fiore, Joan Hagerty

Guests: Carlie Dugan and Greg Miner from Cornerstone Financial Planners, LLC

Before the meeting was called to order, Chairperson Hagan introduced both Carlie Dugan and Greg Miner who gave an investment review on both the Peabody Institute of Danvers, Inc. and the George Peabody Society, Inc. accounts.

After the Investment presentation, The Pledge of Allegiance was led by Chairperson Michael Hagan. There were no public attending the meeting nor were there any public comments submitted for consideration.

Call to Order: The December 11, 2019 trustee meeting was called to order by Chairperson Hagan at 7:45 pm

Secretary’s Minutes: There were a couple spelling errors in the November 13, 2019 minutes submitted by Natalie Luca Fiore. A motion was made by Donna Hopkins and seconded by Irene Conte to approve the November 13, 2019 secretary minutes with the changes noted. Motion passed unanimously.

Trustee Reports – Chairperon’s Report:

Chairperson Michael Hagan reported that last Thursday, December 5, 2019, Director Alexander Lent and Trustee Julie Curtis and he met with Rodney Conley, Director of Administration and Finance and Assistant Town Manager, Jen Breaker to present the library’s FY2021 proposed budget. Director Lent added although Town Manager Steve Bartha was unable to attend the meeting, he noted via email that our proposal was well-reasoned and reasonable. Hagan reported there were three priorities for the budget and they were: increase supply budget, increase collection budget and to create a line for substitute staff. After discussions, it was decided to postpone the creation on a line for substitute staff. The next budget meeting with the Town will be with Selectmen on Saturday, March 14, 2020.

Treasurer’s Report: Treasurer Frank Herschede reported the following on our Investment Accounts for November, 2019.

<u>Peabody Institute of Danvers, Inc.</u>		<u>George Peabody Society, Inc.</u>	
Beginning Balance	461,925.18	Beginning Balance	113,367.85
Income	2,446.46	Income	650.46
Expenses	3.53	Expenses	1.43
Change in Value	4,263.44	Change in Value	925.50
Ending Balance	468,638.61	Ending Balance	114,945.50
Year to Date	14.38%	Year to Date	13.31%

Treasurer Frank Herschede felt our investment accounts were doing well considering the Stock Market fluctuation. After the treasurer's report was presented. A motion was made by Julie Curtis and seconded by Christi Farrar to accept the November 2019 Treasurer's Report as presented. Motion was passed unanimously,

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

Policies:

Guidelines for User Behavior (which were approved by the Board of Trustees on November 13, 2019) – After reviewing #13, "Children under the age of eight (8) are not to be left attended (beyond sight or conversation distance) by parents or a person who is temporarily caring for the children", Christi Farrar asked that guardian be added after parents.

Director Lent reported he had met with Town Counsel David DeLuca on November 26th to discuss First Amendment Audits and our recently amended Guidelines for User Behavior. Attorney DeLuca indicated that he believes that we are within our rights to put these reasonable restrictions on user behavior in place but suggested the following different language.

Item #18 – Patrons identity and intellectual pursuits are legally protected from public dissemination. Therefore, filming or taking photographs of library patrons without their permission is prohibited. Filming or photography for personal use is otherwise allowed in public spaces so long as it doesn't interfere with the operation or use of the library. Lent again asked the Trustees to vote to approve changes to #18 of the User Behavior Guidelines. A motion was made by Christi Farrar and seconded by Julie Curtis to approve changes to #18 of the User Behavior Guidelines. Motion passed unanimously.

Children's Room and Teen Room Access - Item #15 restrict use of the Children's Room and its resources (including computers) to those under age 16 and their accompanying care givers from the Library's opening until 7:00 pm. Item #16 of the same policy similarly restricts use of the Teen Room to middle and high school aged students between certain hours during certain times of the year. The library would like to amend item #15 to "last the entire day, and to indicate that computers in the Children's Room are reserved for children, meaning that parents cannot use the computers. Our Computer and Internet Use Policy already restricts use of Children's Room computers to children so this item is in conflict with that. Lent would like to amend #16 to include the Teen Room on the Main Floor and the Teen Room on the 2nd Floor and to restrict access to these two spaces for middle and high school aged individuals all day, all year long.

Computer and Internet Use Policy – The Library would like to amend its Computer and Internet Use Policy to give Teen Room computers and Children's Room computers their own paragraphs. This proposed change is for clarity only and does not change the substance of the policy. Director Lent asked the Trustees to vote to approve these changes to the User Behavior Guidelines. A motion was made by Christi Farrar and seconded by Donna Hopkins that the Trustees approve changes to #'s 13,15, and 16 of the Guidelines for User Behavior. Motion passed unanimously.

Community:

Pop-Up Library will be at the Senior Center on Wednesday, December 18th from 10:00 am- 1:00 pm.

Director Alexander Lent attended an all-day workshop at the Library with many other Town employees to discuss climate change and how it might affect us.

Facilities:

The Library closed early on Monday, December 2nd and remained closed all day on Tuesday, December 3rd, due to the weather.

The library has ordered more shelving and seating options for the Teen Room, using money from State Aid, as voted on at the November 13th Board of Trustees meeting. Items are expected to arrive in the next few weeks.

Bidding has been completed for the upgrading of the security system. Interviewing for this should begin soon.

Finances:

Director Lent reviewed the FY2020 Department Budget Report. He would like to split the \$5,000.00 professional development line evenly between the Trust funding and State Aid funding. After the request, a motion was made by Frank Herschede and seconded by Irene Conte to split the professional development budget line to reflect \$2,500.00 from the Trust funding line and State Aid funding line. Motion passed unanimously. The library decided to split the professional development budget between the Trust and State Aid. Previously, it was in State Aid. The Town doesn't provide funding for professional development spending. That may change at some point, but for now, we're happy to pay for it out of the Trust and State Aid.

FY2021 Budget Process – Director Lent attended the Town's annual Financial Summit on Tuesday, December 3rd. Director of Land Use and Community Services Aaron Henry presented about community indicators, noting particularly continued growth in the 65+ age bracket, as well as a significant under 18 population. Lent feels it would be wise for the library to continue to develop our services for these age groups. On that note, Lent informed us that the library has submitted a letter of intent to the Massachusetts Board of Library Commissions. This is the first step in the process of applying for MBLC Administered grants. We intend to apply for a two year \$15,000.00 grant in the category "Access for All" to drive improvements to our services to residents 65 and up.

FY2021 Budget Proposal to the Town Manager – Director Lent will be working with Town Hall on our 2021 budget in the coming weeks, including on warrant articles. The library is requesting a 2.95% increase.

Fundraising :

The library raised a little over \$500.00 for the first round of its poinsettia sale. It was decided to extend the sale through the middle of November. Julie Curtis complimented the quality of this year's poinsettia plants.

Annual Appeal Letter – Director Lent connected with two direct mailing agencies and both indicated that our preferred way to send our annual appeal letter would be very expensive. One of the agencies recommended we send a postcard through the Post Office’s Every Door Direct Mail service. The post card would have less information, and would not have an easy return envelope option. We would encourage people to send checks, but would also want to set up an online donation system such as PayPal. Lent also spoke to the DPW about sending an annual appeal letter with the electric bill and found the only month available for this was August. Lent signed the library up for August 2020.

Julie Curtis asked about the status of our annual gala. Lent said planning should begin in the Spring with anticipated date in October. Lent asked for volunteers to serve on the Gala Planning Committee and Donna Hopkins, Christi Farrar, and Irene Conte responded they would be interested. Lent will pass their names to Natalie Luca Fiore who is the Chairperson of the committee.

Friends of the Library:

Director Lent met with the Friends of the Library on November 20th and requested that the Friends donate approximately \$5,000.00 to the library annually to support programming rather than spending the same amount of money on our Museum Pass program. Lent informed us \$5,000.00 is roughly 2% of our collections budget (Museum Passes are collection items), but 30% of our programming budget. If the Friends would donate the money for programming rather than for the Museum Pass program, that money would have a much larger impact on the Library and the Danvers community. The Friends of the Library were not in favor of this request. Lent asked for trustee input on laying out our options. It was decided to have Director Lent invite the President and Board of the Friends to attend our February trustee meeting and as Charles Desmond suggested, talk to them of our expectations.

Personnel:

The following personnel changes have taken place.

Hires - Angelina Bizari as our new Assistant Head of Reference and Information Services, starting December 16th, Amanda LeBlanc as an Assistant Librarian,, and Jonathan Morales as a part-time Assistant Librarian.

Resignations: Chris Lewis, a new Assistant Librarian, has accepted a full-time position at another library. His last day is December 11th.

Planning:

Action Plan – The library has received word from the MBLC that our FY2021 Action Plan has been approved.

Technology:

The library has installed a new copy machine on the 2nd floor, and have switched from the company we’ve worked with for several years to a different company. We now have a much better machine, which can send faxes in addition to making copies, for a much better cost. We will pay \$130.00 per month for this machine, including service and supplies, and expect to bring in approximately \$220.00

per month, or about \$1,100.00 per year. Revenue from this machine will go to the Trust. We do not make any money on our previous contract.

Adjournment: Where no other business was brought to the Trustees for discussion or action, a motion was made by Irene Conte and seconded by Donna Hopkins to adjourn the December 11, 2019 library trustee meeting at 8:50 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary