

MINUTES OF THE PEADODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, April 3, 2019

Minutes taken by Natalie Luca Fiore and Transcribed by Julie Curtis

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

Absent: Irene Conte, Julie Curtis

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 June 13, 2018 trustee meeting was called to order at 7:05 pm by Chairperson Hagan

Secretary Minutes: A motion was made by Joan Hagerty and seconded by Christi Farrar to accept the March 13, 2019 secretary minutes as printed. Motion passed unanimously.

Treasurer's Report: Treasurer Frank Herschede reported the following for the March 2019 two investment accounts:

<u>Peabody Institute of Danvers, Inc.</u>		<u>George Peabody Society, Inc.</u>	
Beginning Balance	436,105.99	Beginning Balance	107,373.58
Income	1,015.68	Income	254.30
Expenses	2.98	Expenses	1.23
Change in Value	3,521.40	Change in Value	847.98
Ending Balance	440,646.05	Ending Balance	108,477.09
Year to Date	7.61 %	Year to Date	6.98%

A discussion was held regarding the merging of the Peabody Institute of Danvers and the George Peabody Society Investment Accounts. After the discussion, a Motion was made by Christi Farrar and seconded by Joan Hagerty to merge the Peabody Institute of Danvers and the George Peabody Society Investment Accounts as the Peabody Institute Library of Danvers Trust. Motion passed unanimously.

FY2019 Budget – The March budget report was not yet available at the time of reporting due to unusually early April meeting but will be provided and discussed at the April 3rd meeting.

FY2020 Budget - The trustees were reminded that the library was meeting with the Finance Committee on Wednesday, April 10th at 7:00 pm to finalize our budget.

Chairperson's Report: Chairperson Michael Hagan spoke about future upgrades to the panic button system. Hagan said going forward, the panic buttons needed to have a system improvement to help fine tune the location when a button gets activated.

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

Facilities

Rewiring Project - On Friday, March 15th, NOBLE, the Town IT, a vendor and the Library worked together to move telecom equipment from the basement to the new closed on the second floor, and switched devices from the old wiring to the newly upgraded wiring. The library was functional by the time it opened at 12 Noon. The next major stage in the project is now upgrading our phone systems. After that, we will upgrade our security cameras.

Second Floor Desk – The rewiring that took place on March 15th necessitated moving from the old desk in the middle of the second floor to the new desk on the side of the second floor. The library is now fully moved over to the new desk and will have the old desk removed after the phone upgrade takes place.

Standing Room Tables – We ordered and received four tables for the Standing Room from MassCor. Since they have been here, we have noticed a sizeable increase in usage of the room.

The Standing Room is now in use! On April 3rd Robert Azzi will present a program called “As a Muslim Anything.” On April 9th, Richard Trask will present “What’s New in the Archives?”, on April 11th the Town Manager will hold his monthly Leadership Meeting there, and on April 14th, a local choral group will lead a singalong concert. We are still figuring out how/if to open the Standing Room up for reservations from the community. For now, it is just being used for library events.

Archival Fire Suppression System – Installation of the new waterless fire suppression system in the Archives is mostly complete, as of Friday, March 22. There is still some electrical work to be done, and then testing and paperwork. Once that is complete, the water system will be taken offline.

Finances –

Town Meeting – The Town Moderator’s pre-Annual Town Meeting skull session will take place on Wednesday, May 15, 2019 from 4-5 pm in the Town Managers Conference Room, 2nd Floor of Town Hall, to review information having a bearing on the procedures to be followed at the May 20th Annual Town Meeting.

Donation - We have received a donation that has to be approved. A Motion was made by Natalie Luca Fiore and seconded by Christi Farrar to accept a donation from Michael Reich. Motion approved unanimously.

Personnel - The library will be closed on Wednesday, April 17th, for an all-staff training. Two part-time Page positions and one Assistant Librarian position have been posted. The Library Leadership Team met on March 27th.

Community – Essex Tech dropped off seven book exchanges or “Little Free Libraries” that they built using materials salvaged from old shelving units. These exchanges will be placed in various locations around Town to encourage reading and build community. Director Lent attended a workshop on Social and Emotional Learning at the High School on Thursday, March 28th. The library hosted a concert at the Senior Center on March 19th. David Polansky performed a review of songs inspired by historical events. It was well attended and well received.

NOBLE – Evergreen NOBLE is upgrading its integrated library system from a desktop based program to a browser based program. This has been in the works for some time, but is now imminent. The old/current system will be discontinued on June 10th. The new system is mainly the same as the current system, but with some layout and functionality changes. NOBLE is also moving toward having checked out items that are eligible to be renewed, renew automatically. We are on track to have our busiest circulation year since FY2012, with over 215,000 circulation, a 15% increase over FY2018.

Other Business:

Christi Farrar informed us that Danvers Middle School librarian, Sarah Woo had won the MSLA Super Librarian Award. Sarah works directly with Michelle Deschene, the Children's Department Head, the feeling is Deschene's work with Woo was a big part in Woo's being given the award.

Charles Desmond asked Director Lent ab succession planning for the key library staff. This was discussed.

A question was asked about what percentage of the archives collection is available on line. Director Lent will look into this and provide an update at the next meeting.

Adjournment: Where no other business was brought to the Trustees for discussion or action a Motion was made by Frank Herschede and seconded by Joan Hagerty to adjourn the April 3, 2019 trustee meeting at 8:30 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary