

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MINUTES

Wednesday, June 8, 2021 via Zoom

Present: Jessica Cargile, Irene Conte, Julie Curtis, Charles Desmond, Christi Farrar, Natalie Luca Fiore, Michael Hagan, Frank Herschede, Donna Hopkins, Jennifer McGeorge

Guest: Gardner Trask, Board of Selectmen

Chairperson Michael Hagan reviewed the letter from Governor Charles Baker outlining Open Meeting Laws and reminded the trustees that the meeting was recorded.

Citizen's Comments: Chairperson Michael Hagan reported that on June 4, 2021 an email was received from Town Manager Steve Bartha explaining a new town policy for naming rooms after individuals. The selectmen suggested renaming the Archives Room the Richard B. Trask Archival Center with a plaque or etching. Selectman Gardner Trask asked for the trustee's authorization to do this. Julie Curtis asked that this be postponed until our next meeting in September to allow for a review of the policy naming. She understood that this was only done when a trustee either retired after a lengthy service or passed away. The trustees were all in favor of the renaming, Jessica Cargile said she would defer to the rest of the trustees. It was decided to postpone this until the September meeting for research of the policy. Trask did say that it would be a joint presentation of the selectmen and library trustees.

Call to Order: The June 8, 2021 trustees meeting was called to order at 7:15 pm by Chairperson Michael Hagan.

Chairperson Report: **By-Laws Update:** Chairperson Michael Hagan reported that the trustee by-laws need to be studied because there were a lot of changes needed. Hagan will be appointing a By-Law Committee which will meet several times to research neighboring library by-laws and report back to our trustees with change recommendations by our next meeting for our approval. Trustees Cargile, Farrar and Hopkins asked to be appointed to this committee. Hagan offered "hats off" to McGeorge and staff for all they did during the pandemic to keep the library going. It was agreed to send a letter from the trustees thanking the staff for working so hard during the pandemic. Chairman Hagan reported that Frank Herschede had been appointed to the Screening Committee for the new director and that interviews were expected to begin mid-June.

Secretary Report: Acting Director Jennifer McGeorge reported that she had emailed the trustees the February 10th, March 10th, April 14th and May 12th secretary minutes transcribed by Recording Secretary Julie Curtis. Approval of minutes was postponed to September because not all trustees had received or had a chance to review them.

Acting Directors Report: Jennifer McGeorge gave trustees an update on recordings of previous meetings. McGeorge reported the Town Information Technology Department is providing assistance to retrieve recordings of the 2020-21 trustee meetings which Library Director Alexander Lent saved in his WebEX account. She is still looking for more backups. The library has reopened with Monday-Saturday hours 9:00 am-5:00 pm. Due to many vacancies and a quick reopening, staffing is a very big problem particularly on Fridays and Saturdays. Town Hall will be posting openings for our assistant librarian positions in mid-June. Opening day was Tuesday, June 1st and had steady but light attendance. Patrons were excited to be back and welcomed that staff with smiles and appreciations for the services provided throughout the last 15 months. The library will return to our full working schedule that includes evenings on August 1st. Children activities will start in July. Masks will not be required of vaccinated individuals and will be strongly encouraged for patrons not vaccinated. Children between the ages of 5-12 will be required to wear masks inside per the Danvers Board of Health. Masks are not required for children under 5. The Department of Public Works Appreciation Luncheon put on by the library will be take out lunches this year.

Treasurer Report: Treasurer Frank Herschede reported that our investment account had been steady.

Adjournment: Where there was no other business to address, A motion was made and seconded to adjourn the June 8, 2021 meeting of the library trustees at 8:00 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary