

**MINUTES OF PEABODY INSTITUTE LIBRARY OF DANVERS TRUSTEE MEETING**

Wednesday, September 8, 2021

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

**Absent:** Jennifer McGeorge, Assistant Director

There were no citizen's present nor were there any citizen comments presented for consideration.

Pledge of Allegiance was led by Chairperson Michael Hagan.

**Call To Order:** The September 8, 2021 library trustee meeting was called to order at 7:05 pm

**Chairperson Report:** The following secretary minutes were approved:

June 10, 2020 – Motion to approve by Irene Conte, seconded by Natalie Luca Fiore. Motion passed unanimously.

June 24, 2020 – Will be reviewed by Chairperson Michael Hagan and Recording Secretary Julie Curtis

July 15, 2020 – Motion to approve by Natalie Luca Fiore and seconded by Irene Conte. Motion passed unanimously.

September 16, 2020 – Motion to approve by Christi Farrar and seconded by Frank Herschede. Motion passed unanimously.

October 14, 2020 – Motion to approve by Christi Farrar and seconded by Donna Hopkins. Motion passed unanimously.

December 10, 2020 – Motion to approve by Irene Conte and seconded by Natalie Luca Fiore. Motion passed unanimously.

February 10, 2021 – Motion to approve by Christi Farrar and seconded by Donna Hopkins. Motion passed unanimously.

March 10, 2021 – Motion to approve by Christi Farrar and seconded by Natalie Luca Fiore. Motion passed unanimously.

April 14, 2021 – Motion to approve by Irene Conte and seconded by Christi Farrar. Motion passed unanimously.

May 12, 2021 – There was mistake noted. Christi Farrar requested that board member be crossed out and officer be inserted. Motion to approve by Jessica Cargile with the correction made and Christi Farrar seconded. Motion passed unanimously.

June 8, 2021 – Motion to approve by Donna Hopkins and seconded by Natalie Luca Fiore. Motion passed unanimously.

June 28, 2021 – Motion to approve by Christi Farrar and seconded by Donna Hopkins. Motion passed unanimously.

July 6, 2021 – Executive Session – There was a mistake noted. Donna Hopkins was not present. Motion to approve by Natalie Luca Fiore with the correction made and seconded by Christi Farrar. Motion passed unanimously.

### **Chairperson Report:**

Chairperson Michael Hagan reported that Trustee Julie Curtis and he had a discussion regarding the Beverly Citizen newspaper printing an article stating the Archives Room had been renamed the Richard Trask Archival Room. Curtis pointed out it was agreed at the June 8, 2021 meeting the trustees would postpone this vote to rename the room until research was conducted on renaming a room while an employee was still employed at the library. Referring to the June 29, 2021 Selectmen meeting, it stated the trustees had approved this. Director Noelle Boc said she would research how this happened.

Chairperson Hagan reported that some trustees have not signed and returned to him a copy of their Conflict of Interest training as required by Massachusetts law.

Security System has been installed and is working. Police can now watch over the whole library. Town Information Technology reports all systems up and running. Charles Desmond praised Chairperson Hagan for his unwillingness to compromise with the safety of the library.

Hagan introduced new library director Noelle Boc and added he was pleased to have her on board and that she had a good vision for the future of the library.

Hagan reported members of the By-Laws Committee would be announced at the October meeting.

### **Director Report:**

Director Noelle Boc reported that she is reviewing and revising the Employee Handbook which she will present to the trustees for their approval once completed.

Boc spoke about large progress being made on making sure signage is placed inside and out of the library as well as adding it in Braille. This will make it safer, more manageable and accessible and will make communication better in the library.

Patrons are being slow in coming back to the library. A lot of programs, etc. are still being done virtually. The plan is to have more activities such as Trivia by October and that this will attract patrons to come back to the library.

Director Boc has met with Archivist Richard Trask in hopes of highlighting the Archives Room. Massachusetts Board of Library Directors grants are being investigated to assist in evaluating the Archives Room. There is also a part-time employee assisting in the operation. Boc spoke about Richard Trask's legacy. He was the first archivist. It is hoped that he can use resources to develop and move the archival room to the next level in prominence. We should be looking into "What is the place of

archives” and how can we get more people involved. Suggestions include programs for students and incorporating the Rebecca Nurse Homestead.

Trustee Christi Farrar asked about open positions.

Director Boc reported although long time staff have been trained in active shooter protocol, a lot of the new employees have not. She is looking into securing new general safety training. Panic button need to be ordered for new staff and old button batteries need to be checked.

**Treasurer Report:** Treasurer Frank Herschede reported the following: Investment Account ia going great.

**The Peabody Institute of Danvers Trust, Inc.**

	<u>August 2021</u>	<u>Year To Date</u>
Beginning Balance	654,257,26	614,126.84
Income	374.96	4,553.97
Expenses	2.09	(4,681.56)
Change in Value	7,986.02	48,621.08
Ending Balance	662,620,33	662,620.33
<u>Year To Date</u>	<u>2020</u>	<u>2019</u>
7.90 %	3.54%	16.17%

Treasurer Herschede suggests the Trustee’s release some money to be used for library improvements.

**Adjournment:** Where there was no other business to discuss, a motion was made by Natalie Luca Fiore and seconded by Irene Conte to adjourn the September 8, 2021 Board of Library Trustee meeting at 8:25 pm.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary

