

MINUTES OF THE PEADY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, February 13, 2019

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

Guests: Barry Robertson, Library User and Member of the Strategic Planning Committee
Jim Riordan, Head of Reference and Member of the Strategic Planning Committee

The Pledge of Allegiance was led by Chairperson Michael Hagan. There were no citizens present nor were any citizen comments presented to the Board of Trustees.

Call to Order: The February 13, 2019 trustee meeting was called to order by Chairperson Hagan at 7:05 pm.

Chairperson Michael Hagan asked for a moment of reflection for Assistant Librarian Patrick Clapham who passed away on February 5, 2019.

Secretary Minutes: A motion was made by Natalie Luca Fiore and seconded by Christi Farrar to accept the secretary minutes of the January 9, 2019 trustee minutes as printed. Motion passed unanimously.

Strategic Plan Presentation: Director Lent gave an introduction of the Strategic Planning Board Committee. The Committee was established by the Board of Trustees in June of 2018, to gather information from the community and use that information to create a new plan to guide the library's next three years of service to Danvers. To do so, the Committee conducted a survey, held focus groups and community forums, and drew from the 2016 resident satisfaction study. Information was drawn from over 1,000 feedback instruments and all of the information was distilled and combined with staff input. Committee Chairperson Natalie Luca Fiore reported the committee held six months of meetings. By submitting this report, a library is allowed to apply for state grants. Luca Fiore reported in her meetings with the senior center, she found that although many seniors were eager to access the library they were unable to. As a result, Director Alexander Lent was able to meet with senior center staff to come up with ways the library could collaborate with the senior center, and a concert has been scheduled at the senior center for March 19, 2019. Barry Robertson, who was one of two board members representing library users added being on the committee was an enjoyable experience. Trustee Julie Curtis commended the committee for all the work they did. It was agreed to have Chairperson Hagan and Vice-Chair Luca Fiore write and send a letter to appreciation to the committee. At the end of the presentation a Motion was made by Julie Curtis and seconded by Irene Conte to approve the library submitting the new Strategic Plan to the Massachusetts Commission of Library Commissioners. Motion passed unanimously. Director Lent said the library will now discuss how best to roll this plan out to the public and the Library Leadership Team will put together yearly action plans based on the Strategic Plan.

Chairperson's Report: Chairperson Michael Hagan reported goals and objectives for director Alexander Lent's next nine month evaluation were being worked on.

Treasurer's Reports:

Treasurer Frank Herschede presented a December 2018 and January 2019 investment report for both the Peabody Institute of Danvers and George Peabody Society accounts.

December 2018 Peabody Institute of Danvers

Beginning Balance	459,303.56
Income	5,466.39
Withdrawals	(-0-)
Change in Value	(23,441.30)
Ending Balance	441,328.65

Year to Date (5.21%)

December 2018 George Peabody Society

Beginning Balance	105,822.74
Income	932.16
Withdrawals	(33,000.00)
Change in Value	(4,469.81)
Ending Balance	69,285.09

Year to Date (5.29%)

January 2019 Peabody Institute of Danvers

Beginning Balance	441,328.65
Income	691.41
Withdrawals	(33,000.00)
Expenses	(1,088.19)
Change in Value	18,210.58
Ending Balance	426,142.45

Year to Date 4.07%
2018 (5.21%)

January 2019 George Peabody Society

Beginning Balance	69,285.09
Deposits	33,000.00
Income	120.44
Expenses	(170.82)
Change in Value	3,036.53
Ending Balance	105,271.24

Year to Date 3.82%
2018 (529%)

It was decided to table a discussion on combining the two investment accounts until the next meeting.

After the presentation a motion was made by Julie Curtis and seconded by Irene Conte = to accept the treasurer's report for both December 2018 and January 2019 Investment Accounts. Motion passed unanimously.

Library Director Report: Director Alexander Lent reported on several things:

Patrick Clapham Service: will be held at the Peterson-O'Donnell Funeral Home at 1:00 pm on Saturday, February 16, 2019 with a reception to follow at the library. The library will be closing at 12:00 Noon so employees could attend the service. Director Lent requested the trustees authorize money for the reception. A motion was made by Natalie Luca Fiore and seconded by Irene Conte to authorize up to \$500.00 out of the Peabody Institute of Danvers Investment Account to purchase food for the Patrick Clapham reception. Motion passed unanimously.

Phone/Camera/Rewiring Project: is continuing to move forward. The Library, Town Information Technology, NOBLE, and a vendor met recently to plan the switch over from the old wiring to the new wiring. Library is still waiting for some wiring to be done. Library is overseeing a planning procedure with the police department with the main goal being to make sure the project is done

Book Return: has been installed and is working well

Main Lobby Display Furniture: Library is still waiting on delivery.

New Furniture for the Standing Room: Library has found attractive, rolling, flip-flop tables that we feel will work well for the Standing Room and which could also be used in the Classroom. The cost of these

tables is \$298.00 each and are made by the same company who made our CD Cabinet, Second Floor Desk and Main Lobby Furniture. Director Lent is recommending purchase of four flip-flop tables for the Standing Room as well as in multiple locations. A motion was made by Christi Farrar and seconded by Irene Conte to purchase four flip-flop tables at a cost of \$298.00 each with money taken from State Aid funds. Motion passed unanimously.

Finances: Year to Date Budget was sent to the trustees. Director Lent reported, as expected, the supplies budget was too low, so as we have done in the past, he would like to increase the supply budget out of state aid. A motion was made by Charles Desmond and seconded by Christi Farrar to authorize \$5,000.00 taken from State Aid for use in supplies. Motion passed unanimously.

FY2020 Budget: Is still in progress. The library trustees will be meeting with representatives of the Board of Selectman on March 9, 2019 to review our proposed FY2020 budget.

Policies and Procedures:

Fire - Director Lent met with Fire Chief Pyburn on February 5, 2019 to work on a new Fire Procedure for the library. Both parties agreed upon a template and are finalizing it presently. Lent added the April staff meeting will include a fire drill with the new procedure.

Security Camera Policy – The Library has found an example security camera policy that is suitable and are modifying it for the library's use and then will submit it to the Town Counsel for their input.

Circulation Policy – The library is beginning to work on updating this policy.

Programs:

Art – Student art inspired by the life and work of Dr. Martin Luther King, Jr. is now on display in the Standing Room. Charles Desmond added this was a great art display.

Other Business:

State News – Director Lent reported that the Millville, Massachusetts public library had lost their state accreditation to due drastic cuts in their budget and added the Massachusetts Board of Library Commissioners had requested the Danvers library share their books with the Millville Library. Director Lent recommend Danvers respond negatively to this request in hopes it forces the Millville public and town to increase their budget funding. A motion was made by Julie Curtis and seconded by Natalie Luca Fiore for our library not to lend any of our books to any library that loses their state accreditation due to cuts to their budget. Motion passed unanimously.

Adjournment: Where no other business was brought to the Trustees for discussion or action, a Motion was made by Irene Conte and seconded by Natalie Luca Fiore to adjourn the February 13, 2019 library trustee meeting at 8:45 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

