

MINUTES OF THE PEADY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, March 13, 2019

Present: Irene Conte, Julie Curtis, Natalie Luca Fiore, Joan Hagerty, Donna Hopkins, Alexander Lent, Jennifer McGeorge

Absent: Christi Farrar, Charles Desmond, Michael Hagan, Frank Herschede

The Pledge of Allegiance was led by Vice Chairperson Natalie Luca Fiore. There were no citizens present nor were they any citizen comments brought forth.

Call to Order: The March 13, 2019 trustee meeting was called to order at 7:00 pm by Vice Chairperson Luca Fiore.

Secretary Minutes: A motion was made by Irene Conte and seconded by Donna Hopkins to accept the minutes of February 19, 2018 trustee meeting as printed. Motion passed unanimously.

Treasurer's Reports: In treasurer Frank Herschede's absence, Assistant Treasurer Donna Hopkins reported the following:

February 2019 Peabody Institute of Danvers

Beginning Balance	\$426,242.45
Income (Dividends)	649.81
Withdrawals	-0-
Change in Value	9,313.73
Ending Balance	436,105.99

Year to Date 6.50%

February 2019 George Peabody Society

Beginning Balance	\$105,271.24
Income (Dividends)	132.77
Withdrawals	-0-
Change in Value	1,969.57
Ending Balance	107,373.58

Year to Date 5.89%

At the end of the presentation a motion was made by Julie Curtis and seconded by Joan Hagerty to accept the treasurer's report for February 2019. Motion passed unanimously.

Chairperson's Report: In Chairperson Hagan's absence, Vice Chairperson Natalie Luca Fiore gave an update on merging the Peabody Institute Library of Danvers Trust with the George Peabody Society. Vice Chairperson Luca Fiore will print out the required paperwork and present it to the Board for further discussion and a vote.

Natalie Luca Fiore also pointed out that Wednesday, April 10th was the date the library trustees were to meet with the finance committee at 7:00 pm in the Town Hall Toomey Room, to discuss our FY2020 budget. She pointed out this was the same date of our scheduled April meeting and after a brief discussion it was agreed to change the April trustee meeting to April 3 to accommodate the Finance Committee meeting.

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

Facilities

Outside Lighting – Lighting was upgraded in the front of the library, resulting in a much brighter parking lot and lawn. Similar upgrades are imminent behind the library, which should have a similar effect.

Rewiring Projects – Power outlets were installed in the new tech closet on the second floor, which allows library to move forward with the next stage of the project which is having equipment moved from the basement to the second floor. This is tentatively scheduled for March 15th. An additional line needs to be run from the basement to the second floor in order to provide direct access to our Comcast internet line. The library should not have to go off-line during this.

Curtains – Library met with a vendor to look at options for curtains for the windows in the children's room on March 6th. Director Lent and Vice Chair Natalie Luca Fiore are researching costs of four blinds for the children's room.

FY2020 Budget

Director Lent, Assistant Director Jennifer McGeorge, Library Bookkeeper Sue Kontos, Chair Michael Hagan and Trustees Julie Curtis and Natalie Luca Fiore attended the Saturday, March 9th Library budget presentation to the Board of Selectmen. The presentation was well received, and the Board of Selectmen supported the Library's request to be open on Friday mornings. Trustee Julie Curtis encouraged the trustees attend the upcoming Finance Committee budget meeting on April 10th in support of the library's budget.

Grant

With the Danvers Recreation Department, the library has submitted a grant proposal to fund health related initiatives, including an expanded library of things and an all-town read. An all-town read is an event, where everyone in the town is encouraged to read and discuss the same book or books on the same topic. The library is in discussion with the school department regarding this.

Patrick Clapham Fund

The library has received multiple donations in honor of Patrick Clapham, the Assistant Librarian who recently passed away. A motion was made by Julie Curtis and seconded by Joan Hagerty to accept the donations made in Patrick Clapham's memory and to place them in the trust fund. Motion passed unanimously.

Personnel

The library will be posting job openings for two part-time Page positions and at least one part-time Assistant Librarian position soon.

April Training Day – On April 17th, the library will be closed for an entire day for staff training and meetings.

Events

Town Archivist Richard Trask will be presenting “What’s New in the Archives” on April 9th at 7:00 pm in the Standing Room.

Friends of the Library Booksale - will take place from June 24-30th, 2019 in the Gordon Room. The Gordon Room will not be available for events between June 11 and July 1st. Fortunately the library has both the Standing Room and the Classroom available for programming when the Gordon Room is unavailable.

Summer Concert Series

The Summer Concert Series will be happening again this summer on the library campus on Mondays and Wednesdays. Last year, approximately 6,000 people attended these concerts. On Wednesday’s, the Rotary will be having their Farmers Market and Town Hall will have food trucks alongside the concerts at the library. Director Lent asked the Board to approve use of the library campus in this way, and requested that the library help with funding the concert series. A motion was made by Irene Conte and seconded by Julie Curtis to approve use of the library campus in this way, and to spend \$2,500.00 out of State Aid to sponsor the contest series. Motion passed unanimously.

Technology

3D Printer – The library recently purchased a 3D printer, which has arrived. We’ve begun to test it out and are working on how to make it available for public use.

Weather Station – The library now has a small weather station, which will soon be discreetly placed on the roof. The feed from with the weather station will be available at danversweather.org, a website the library now owns and which the Town is hosting for us. The We Are Danvers app has approached the library asking to add the weather station this app.

Other Business:

The trustees revisited the idea of having a staff/trustee dinner and a suggestion was made to make it informal and in the Gordon Room. More discussion will be held regarding this.

Adjournment: Where no other business was brought to the Trustees for discussion or action, a motion was made by Irene Conte and seconded by Joan Hagerty to adjourn the trustee meeting of March 13, 2018 at 8:00 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

