

**MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MINUTES**

Thursday, April 19, 2018

**Present:** Julie Curtis, Christi Farrar, Natalie Luca Fiore, Michael Hagan, Frank Herschede, Alex Lent, Jennifer McGeorge

**Absent:** Richard Bettencourt, Irene Conte, Charles Desmond, Gail Tyrrell

The Pledge of Allegiance was led by Michel Hagan. There were no citizens present nor were there any citizen comments brought forth.

**Call to Order:** The April 19, 2018 trustees meeting was called to order at 10:00 am by Chairperson Michael Hagan.

**Secretary Minutes:** A motion was made by Frank Herschede and seconded by Chrsti Farrar to approve the minutes of the March 12, 2018 trustee meeting as printed. Motion passed unanimously.

**Chairpersons Report:** Chairperson Michael Hagan gave an update of the panic buttons. Director Alex Lent handed out and presented a draft of a portable alarm button policy. Julie Curtis asked one word in the policy, working 'for' the Peabody Institute Library be changed to 'at' the Peabody Institute Library. Lent agreed to change. After discussion a motion was made by Frank Herschede and seconded by Natalie Luca Fiore to approve the new portable alarm button policy. Motion passed unanimously. Hagan also reported on the recent budget meeting with the finance committee. Director Lent did a good job. Staff ID cards will be ordered.

**Treasurer's Report:** Treasurer Frank Herschede gave a report on both the February and March 2018 Peabody Institute of Danvers, Inc and the George Peabody Society, Inc. investment accounts.

February 2018 Peabody Institute of Danvers, Inc.		George Peabody Society, Inc.	
Beginning Balance	480,929.39	Beginning Balance	109,675.87
Deposits	-0-	Income	119.62
Income	542.08	Change In Value	(2,721.01)
Change In Value	(11,938.39)	Ending Value	107,074.48
Ending Balance	469,533.08	Purchases	(119.43)
Purchases	(541.72)	Redemptions	-0-
Redemptions	10,919.43		
Year to Date	(0.35%)		

March 2018 Peabody Institute of Danvers, Inc.		George Peabody Society, Inc.	
Beginning Balance	469,533.08	Beginning Balance	107,074.48
Income	901.07	Income	203.62
Change In Value	(3,186.20)	Change In Value	(717.32)
Ending Value	467,247.95	Ending Value	106,560.78
Purchases	23,971.85	Purchases	(5,496.24)
Sales	21,149.32	Sales	5,121.68
Year to Date	(0.74%)	Year to Date	(0.68%)

Herschede reported stock market up and down still. He does not see much change in April. A motion was made by Julie Curtis and seconded by Natalie Luca Fiore to accept the treasurers report. Passed unanimously.

**Report of the Building and Grounds Committee:** Director Alexander Lent reported the following: the library needs to upgrade its phone system and its security camera system. The wiring for these projects

are related, so combining the projects would be cost effective. He worked with the Town IT on this and received a quote from Lan-Tel totaling just shy of \$50,000. The \$50,000 includes the cost of a camera equipment, camera licenses, and wiring for both the camera and phone systems. The physical phones and the licenses for them will cost \$12,000, bringing the total cost of the combined project to \$62,000. The 2018 Tech Warrant included \$20,000 that can be applied to the combined projects leaving \$42,000. The Town Manager and Finance Director agreed to increase the FY2019 Tech Warrant by \$22,000 to help fund this project, leaving \$20,000. Lent is suggesting that the library pay the remaining \$20,000 out of State Aid. If we do this, the project can move forward with this project as early as July 2018. He was ready to ask the trustees approval to do this but was contacted by the Town IT on Wednesday, April 4<sup>th</sup> because they wanted to bring in another vendor and get another bid. A walk through was done with FTG, Inc. on April 5<sup>th</sup> and am still waiting for a new quote. The teen room doors were installed on March 28<sup>th</sup>. They look good and have had an immediate impact: the library is seeing far fewer adults trying to use the room. Signing will be put up to make it clear that the room is just for teens. The front and back walkways need to be better lit. The back door is hard to open and should be replaced. DPW has fought this and feels children will continue to slam the door. Director Lent will look into whether or not the door is ADA compliant.

**Report of the Lyceum Committee:** Chairpersn Natalie Luca Fiore reported that programs for the 2018 year are mostly set. The April 17<sup>th</sup> lecture on the Chappaquiddick Tragedy lecture was well attended with 78 attending.

**Director's Report:** Library Director Alex reported several new changes in an effort to improve user access and experience. Changes deal with new loan rules, reorganization and a three day closure April 25-27, 2018. Changes are designed to make the Peabody Institute Library easier to use, and to provide new reasons to come to the library. Lent spoke about the increase in costs of upkeep and supplies for our copiers and printers. In FY2017, the library spent \$7,628.89 to maintain and supply our copier and printers, and brought in \$4,422.00 in income from printing and copying fees. The income from use of our printers and copiers goes directly to the Trust. This year, the library is on track to spend just shy of \$10,000 to maintain and supply our printers and copiers, and are on track to bring in just shy of \$5,000 in income from printing and copier fees. The library is working with Copy Data, our copy machine vendor, to set up a new contract which would see Copy Data pay for all supplies for our copiers and printers. Our intention is to reduce library spending in this area. In the meantime, the library is over budget due to toner costs. Lent would like to consider transferring at least a portion of our printer and copier income from the Trust to the Library's operating budget. He is recommending this be done as a one-time transfer, and wait on potentially establishing this as a on-going process until we complete our negotiations with Copy Data and other vendors. By transferring \$5,000 from the Trust to our operating budget, we would have a total of \$12,000 from the Trust or State Aid for use on non-collecting spending for the remainder of the current fiscal year. If we do have Trust money left in our operating budget at the end of the fiscal year, Lent recommends that we return it to the Trust rather than spend it. After hearing this a motion was made by Julie Curtis and to take the \$5,000 out of state aid. This motion was moved by Christi Farrar and was not seconded. After discussing the motion a new motion was made by Natalie Luca Fiore and seconded by Christi Farrar to take the money from State Aid. This motion passed unanimously. Director Lent will email bookkeeper Sue Kontos to have her do the transfer. Lent reported that the Fox Hill School has donated \$1,700 to the Library for the Children's Room. The money cannot be accepted unless the Trustee's accepts it and determines what to do with it. After hearing this a motion was made by Julie Curtis and seconded by Natalie Luca Fiore to accept the \$1,700 donation from Fox Hill School and use it through special requests for special children's projects and uses. Motion passed unanimously. Natalie Luca Fiore led a discussion on replacing the curtains in the Standing Room and the Director's Office. She was able to speak with a company that she has done business with and got an estimate of \$2,500 to replace 4 curtains. A motion was made by Christi Farrar and seconded by Frank Herschede to spend up to \$2,500 to cover costs of replacing curtains in both the Standing Room and the Director's Office. Motion passed unanimously. Library Director Lent has been in contact with the DPW to clarify what their morning procedures at the library are and has told DPW to eliminate the

'gap' time between DPW being in the library and Library Staff being in the library. Lent would like the DPW to be in the library when the staff arrives. Lent has decided to have full time staff given alarm codes so they can unalarm the building when they open up. A inventory of keys is being conducted to identify ow many staff members have keys to the building and how many different types of keys are in circulation. Danvers Police officers are doing walk throughs of the Library regularly. Director Lent has asked Town Counsel to review library existing guidelines for what to do during law enforcement visits and to approve an addition to that procedure that clarifies that when the Library ask the Police for assistance and the Police ask for clarifying information, the Library can provide that information without a court order. The Town Counsel said the procedures and the addition were acceptable. The library is working with the Police Department to schedule ALICE training for staff. Several staff members have also requested self-defense training. Lent will also be working with the Fire Department to schedule first aid/defibrillator training and fire drills. A discussion was led by Director Lent regarding moving the portrait of George Peabody from the Standring Room to the main lobby by the quilt and moving the magazine racks. By doing this, the library can have an ever-changing art gallery and double the capacity to hold selected concerts and lectures. SJ Art Consulting has been contacted to visit and come up with a plan to move the Peabody portrait safely. The estimate is \$1,201.00. A motion was made by Natalie Luca Fiore and seconded by Christi Farrar to pay SJ Art Consulting up to \$1,201.00 to cover costs of moving the George Peabody portrait from the Standring Room to the front lobby. Motion passed unanimously. This will be done next week while the library is closed. Lent gave the trustees documents from the Massachusetts Library System about strategic planning and a document outlining his thoughts on how we should approach the strategic plan. He also included a condensed version of the most recent strategic plan. Director Lent feels we need to establish a Strategic Planning Committee to oversee our strategic planning process. Said group will be composed of two Trustees (typically with the Vice Chair serving as Chair of the Strategic Planning Committee), the Library Director, the Assistant Library Director, a Department Head, a Librarian, an o Librarian, and one or two members of the public who would be willing to do this voluntarily. Staff members will be selected by their peers by vote. Lent feels we will need to hire a consultant to run our focus groups, conduct interviews, and manage several large community meetings. We either need to find someone in the community who would be willing to do this voluntarily, or we need to establish a budget for this. At the end of the discussion a motion was made by Frank Herschede and seconded by Natalie Luca Fiore to establish a Strategic Planning Committee to be named after the May election. Motion passed unanimously.

**Adjournemnt:** Where there was no further business to address, a Motion was made by Naalie Luca Fiore and seconded by Christi Farrar to adjourn the April 19, 2018 library trustee meeting at 11:43 am. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary