

MINUTES OF THE PEADY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, May 8, 2019

Present: Irene Conte, Julie Curtis, Christi Farrar, Michael Hagan, Joan Hagerty, Frank Herschede, Donna Hopkins, Alexander Lent

Absence: Charles Desmond, Natalie Luca Fiore, Jennifer McGeorge

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

Call to Order: The May 8, 2019 trustee meeting was called to order by Chairperson Hagan at 7:05 pm.

Reorganizational Meeting: Director Alexander Lent explained that the first meeting after the town election was always a reorganizational meeting where all table officers were elected. The Director always chaired the meeting until a chairperson was elected. Director Lent opened nominations up for Chairperson. A motion was made by Frank Herschede and seconded by Joan Hagerty to nominate Michael Hagan as Chairperson. Where there were no other nominations, Michael Hagan was elected Chairperson. Director Lent then turned the meeting over to Chairperson Michael Hagan. An email from Natalie Luca Fiore was circulated stating in her absence expressing her desire to be Vice Chair again for the 2019-20 year. After reading her email, a motion was made by Christi Farrar and seconded by Joan Hagerty to nominate Natalie Luca Fiore as Vice Chairperson. Where there were no other nominations, Natalie Luca Fiore was elected Vice Chairperson. A motion was made by Christi Farrar and seconded by Joan Hagerty to nominate Julie Curtis as Recording Secretary. Where there were no other nominations, Julie Curtis was elected as Recording Secretary. A motion was made by Julie Curtis and seconded by Irene Conte to nominate Frank Herschede as Treasurer. Where there were no other nominations, Frank Herschede was elected Treasurer. A motion was made by Julie Curtis and seconded by Joan Hagerty to nominate Donna Hopkins as Assistant Treasurer. Where there were no other nominations, Donna Hopkins was elected as Assistant Treasurer. A motion was made by Christi Farrar and seconded by Irene Conte to nominate Charles Desmond as Clerk. Where there were no other nominations, Charles Desmond was elected Clerk. It was asked whether Desmond had made it known that he would like to be elected as Clerk and the answer was no. It was decided to go forward with the election and if Desmond did not want to hold the position an election would be held to replace Desmond.

Evaluation of Director Alexander Lent: Chairperson Michael Hagan and Vice Chair Natalie Luca Fiore met with Director Lent on Monday, April 29th to set his goals for May through October. At the end of that goal period, all three will meet for an evaluation and to set goals for November 2019 through October 2020. Lent listed three priorities he hoped to accomplish during the 2020 and 2021 fiscal years. Finances: Ensure successful FY2020 budget proposal process. Establish internal budget that allows library to achieve reasonable goals. And begin work on fundraising efforts. Roll Out Strategic Plan: Develop FY2020 and FY2021 Action Plan based on the new strategic plan. Have a public presentation of the new strategic plan. Personnel: Fill current vacancies and work with existing staff to be open on Friday mornings. Plan October staff training day. Hagan mentioned that the evaluation was not due until October 2019.

Secretary's Minutes: Director Alexander Lent made the following correction to the April 3, 2019 Secretary's Minutes: Under Other Business – Michelle Deschene correct title is Head of Youth Services. A motion was made by Christi Farrar and seconded by Donna Hopkins to approve the April 3, 2019 minutes with the correction noted. Motion passed unanimously.

Director's Report: Director Lent reported on several things.

Facilities-

Second Floor Desk - was removed on Friday, May 3rd. Some power outlets didn't work and were removed and others had a table over them in order to help prevent tripping. The phone line still hasn't been replaced, so that has been taped to the floor, but the phone is working. Carpet funding is part of the FY2020 Building Warrant and we will know after the Town Meeting if this warrant will go through. Due to anticipated scheduling issues, it will take a while to replace the carpeting, so the library is working with the Department of Public Works to come up with an interim solution.

Rewiring Project – switch for the new phones, the new cameras, and the door counters has been ordered and is on its way. As soon as that arrives, the library will schedule all of the installations. Information Technologies says it will take a couple of days to set the switch up.

Door Counters – were purchased at the beginning of FY2018. Now that the wiring project is moving along, the library has requested that the Town IT Department install these door counters. They will use the same switch that the new phones and new cameras will use. This will be funded through the Tech Article.

Archival Fire Suppression System – The Fire Department was in on April 26th to inspect the new fire suppression system. The system is now licensed. The sprinkler heads will be removed and capped on May 17th. There will still be water lines above the archive, which feed other sprinkler areas in the building as well as bathrooms and other plumbing needs. The weakest part of the system is the sprinkler heads, which will be removed. The remaining pipes are still and rated for 200 years. An email regarding Town Archivist Richard Trask's frustration and his feeling out of the loop regarding what others plan for the water pipes within the Archives. There seems to be confusion why water not being drained. Director Lent will follow up with DPW as he has not heard anything regarding this and hopes to have more information for next month's meeting. Julie Curtis lamented the lack of communication between DPW and the library. Donna Hopkins asked if there was a shut off valve and if not could one be installed so any leaks could be shut off. Director Lent responded he would ask if this would be possible. Lent recommended having the pipes in the Archives inspected regularly, and suggested doing so twice per year.

Rain Barrel – the DPW placed a rain barrel in front of the library. This collects rain water, which can be used to water plants. Other similar barrels are being placed at other Town buildings.

Spring Cleaning – The DPW has scheduled the Library's annual deep inside cleaning for Sunday, June 1st.

DPW Luncheon – Needs to be scheduled for early July. Lent reported July 10th is available. A motion was made by Christi Farrar and seconded by Donna Hopkins to fund up to \$2,000.00 for costs of this luncheon. Motion passed unanimously.

Finances:

FY2019 Budget was reviewed. Director Lent informed us overall library was in a good place budget wise.

FY2020 Budget will be voted on at the May 20th Annual Town Meeting. Julie Curtis suggested the trustees attend the Annual Meeting to show support of the Library Budget.

Donations – Director Lent spoke to us regarding having to bring individual donations to the Board for their approval caused delays in processing them and asked if the Board would be willing to vote to allow the Director and bookkeeper to deposit and respond to donations as they arrive in order to streamline the process. After a brief discussion a motion was made by Christi Farrar and seconded by Joan Hagerty to change the donation acceptance policy to that any donation with a value under \$2,000.00 could be deposited by the Director and the bookkeeper without the trustees voting to approve it and any donation received with a value of over \$2,000.00 must be voted to accept by the Trustees. Motion passed unanimously.

Patrick Chapman Fund – Patrick Chapman’s mother wrote to Lent to indicate that Patrick’s wishes were that donations in his memory be used to benefit the Children and Young Adult areas of the library. His funds may be used for collections, programs, services, or capital items, but only for Children and Young Adult areas. A motion was made by Julie Curtis and seconded by Donna Hopkins that any donations received in Patrick Chapman Memorial Fund would only be used to benefit the Children and Young Adult areas of the library. Motion passed unanimously.

Annual fundraising appeal letter – Director Lent feels that July would be a good time to send an annual fundraising appeal letter out to the community. The letter would talk about recent growth with the Library and our vision for the immediate future, and ask recipients to consider making a donation.

Gala – Lent feels we should begin planning the next gala for either October or November. Julie Curtis brought up that several people felt that having the gala outside the library took away from it being special. Lent suggested we hold it in the library and have it catered by students from the Essex Tech.

Personnel:

Hiring – The application period for the library three Assistant Librarian positions and two Page positions closed on April 30th. Interviews have begun for the Assistant Librarian positions, and will continue through the week of May 6th. Interviews for the Page positions will begin in mid-May and we hope to have all five positions filled by June 1st.

Training Day – The Library was closed on Wednesday, April 17th, for staff training. The response was mostly positive. The Library plans on having another training day in October, and are putting together a staff task force to help plan and run that training day.

Vacation – Director Lent will be away from June 14-27, 2019.

Policies

Summer Hours – The last open Sunday for the fiscal year is on May 19th. The library will be closed on Sundays in June, July, and August. Sunday, September 8th will be the first Sunday the library will be opened again.

Overdue Fines – Director Lent reported the Library Leadership Team met on Thursday, April 18th to discuss eliminating daily overdue fines, and concluded the library ought to eliminate overdue fines. Patron accounts will be locked when they have long overdue items and patrons will be charged for lost or damaged items. Julie Curtis asked what constituted ‘long overdue’ and Lent responded two weeks

after due date. After the small discussion, a motion was made by Donna Hopkins and seconded by Christi Farrar that the library no longer charge overdue fines on Danvers items starting July 1, 2019 and amnesty be granted for all fines before July 1st. Motion passed unanimously.

Other Business:

Friends Luncheon – The Friends of the Library held a luncheon for staff and volunteers on April 14th in the Gordon Room.

Incident – Upon the recommendation of the Chair, Vice Chair, and Chief of Police, the library issued a no trespass order to someone after they caused an incident in the Library. The individual is not a Danvers resident.

Patron Concerns – Michael Hagan mentioned that a patron had spoken to him saying the magazines were now hard to find and Julie Curtis brought up having several patrons mentioning how much they missed having the sculptures on the front lawn and asking how come the library was no longer sponsoring them. Both topics were discussed and that no changes were recommended.

Julie Curtis asked about the status of reseeding the grass.

Treasurer’s Report: Treasurer Frank Herschede gave a treasurer’s report for the month of April 2019:

Peabody Institute of Danvers, Inc.		George Peabody Society, Inc.	
Beginning Balance	440,646.05	Beginning Balance	108,477.09
Income	615.88	Income	166.86
Expenses	(1,095.15)	Expenses	(269.03)
Change in Value	9,186.40	Change in Value	1,929.27
Ending Value	449,353.18	Ending Value	110,304.19
Year to Date	9.71%	Year to Date	9.68%

Adjournment: Where no other business was brought to the Trustees for discussion or action, a Motion was made by Joan Haggerty and seconded by Christi Farrar to adjourn the May 8, 2019 library trustee meeting at 8:22 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary