

MINUTES TO THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, June 11, 2019

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

Guest: Debra Sauer

The Pledge of Allegiance was led by Chairperson Michael Hagan.

Call to Order: The June 11, 2019 trustee meeting was called to order by Chairperson Hagan at 7:05 pm.

Secretary's Minutes: A motion was made by Irene Conte and seconded by Christi Farrar to approve the May 8, 2019 secretary minutes as printed. Motion passed unanimously.

Trustee Reports – Chairperon's Report:

There was a lengthy discussion regarding summer concerts and farmers market being held on the library lawn. Director Alexander Lent and Chairperson Michael Hagan had discussions with Town Manager Steve Bartha regarding their concerns. They were informed that the Danvers Town Management Act grants the Town control of our land.

A discussion was held regarding having a group night with the trustees and employees with a guest speaker. We have done this in the past. Director Lent will research this and report back to us.

Director's Report:

Director Alexander Lent handed out maroon binders to the trustees which contained basic information important to them.

Director Lent reported on several things.

Facilities

Rewiring Project – the switch for the new phones, new cameras, and the door counters has been configured and installed. After a phone meeting with the Town Information Technology Department and the phone vendor on June 7th to discuss the phone installation it was decided the phones would be installed on July 11 and 12. The door counters will be in place by July 1 allowing the library to have door counts for all of FY2020. This will be the first time since FY2012 that the library has had door counts. The cameras will be installed after the door counters and phones. The Town is exploring a new camera system.

ADA Electronic Door Openers – The Department of Public Works has spoken to their vendor about installing ADA electronic door openers at our Main Door and at our Lower Level Door. The cost of both doors is not to exceed \$10,000. If the trustees can fund this, the project can be scheduled to happen over the summer. After this was brought to us, a motion was made by Julie Curtis and seconded by Charles Desmond to fund the costs of installing ADA doors in both the Main Door and Lower Level Door from library investment funds, with costs not to exceed \$10,000. Before the motion was voted on

another Motion was made by Donna Hopkins and seconded by Charles Desmond to take the monies to fund this project from our State Funds. The second motion was approved unanimously.

Archival Fire Suppression System – is in place and the water sprinklers have been removed.

Personnel – Becca Hardentine, Annie Hochheiser, and Ashley Runnals have been hired as Assistant Librarians and will all work 15 hours per week. The library has final round of interviews for the library pages scheduled on June 10th. The lack of diversity in the library's personnel was discussed.

Director Lent feels July would be a good time to send an annual fundraising appeal letter out to the community. He also feels we should also begin planning the next gala.

Policy – July 5th will be their first day the library is open on Friday mornings.

The library will no longer charge daily overdue fines starting on July 1. The library will also waive all unpaid overdue fines on Danvers items as of July 1st.

Art – Conservation on the library's historic quilt is complete and will be returned in July. The quilt will be displayed in the Standing Room along with other art showing Danvers places for two months of the year and then put into storage for the rest of the year to help preserve it and to provide space for other rotating displays.

Incident Report – The library had an incident involving three middle schoolers at the Library. We coordinated with the Schools and the School Resource Officers at the Schools to identify the individuals and work the address the issues.

Adjournment: Where no other business was brought to the Trustees for discussion or action, a Motion was made by Natalie Luca Fiore and seconded by Joan Hagerty to adjourn the June 12, 2019 library trustee meeting at 8:25 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary