

MINUTES TO THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, September 11, 2019

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

There were no citizen’s present nor were there any citizens comments presented for review by the trustees.

The pledge of allegiance was led by Chairperson Michael Hagan. Chair Hagan asked for a moment of remembrance for the events of September 11, 2001.

Call to Order: The September 11, 2019 trustee meeting was called to order by Chairperson Hagan at 7:10 pm.

Secretary’s Minutes: A motion was made by Donna Hopkins and seconded by Frank Herschede to approve the June 11, 2019 secretary minutes as printed. Motion passed unanimously.

Trustee’s Reports

Chairperson’s Report:

Chairperson Michael Hagan reported that five of the eight Wednesday concert series events were cancelled due to rain. The three that were held on Wednesdays and those that were held on Mondays were well attended. Chairperson Hagan mentioned that he had learned that the Town Manager’s Act gives the Town Manager authority over Peabody Park – the grounds of the Library – in the same way that the Town Manager has authority over the other parks in Town. Trustee Julie Curtis asked if this means that the Trustees Building and Grounds Committee should be abolished. Director Lent indicated that he believed the Committee was likely no longer necessary, but that this would need to be discussed more fully, as it is a By-Laws issue. The Town Manager’s Act has been in place since 1949, when the Town Manager position was created, and can be viewed on the Town of Danvers website: <https://www.danversma.gov/documents/town-manager-act/>.

Treasurer’s Report:

Treasurer Frank Herschede presented the following:

Peabody Institute of Danvers, Inc.

	<u>June</u>	<u>July</u>	<u>August</u>
Beginning Balance	438,492.63	454,945.78	456,940.35
Income	1,398.58	547.54	542.38
Withdrawals	-0-	-0-	-0-
Expenses	3.52	(1,143.20)	3.75
Change in Value	15,051.05	2,590.23	(2,376.05)
Ending Balance	454,945.78	456,940.35	455,110.43
Year to Date	11.08%	11.57%	11.12%

George Peabody Society, Inc.

	<u>June</u>	<u>July</u>	<u>August</u>
Beginning Balance	108,090.73	111,692.17	112,097.49
Income	348.76	158.03	156.62
Withdrawals	-0-	-0-	-0-
Expenses	1.42	(280.12)	1.47
Change in Value	3,251.26	527.41	(410.75)
Ending Balance	111,692.17	112,097.49	111,844.83
Year to Date	10.13%	10.54%	10.29%

Treasurer Herschede felt the investment accounts were doing quite well during the three months of June, July and August of 2019. He also reported on the process of consolidating the two investment accounts into one entitled Peabody Institute Library of Danvers Trust ,Inc. He offered after going back and forth with the State, he feels it was done correctly. After the presentation by Treasurer Herschede, a motion was made by Irene Conte and seconded by Joan Hagerty to accept the treasurer’s report as presented. Motion passed unanimously.

Director’s Report:

Library Director Alexander Lent reported on several things.

Community – On September 9th Director Lent gave a presentation about the library to DanversCARES. On September 18th the Pop-Up Library of Danvers will be at the Senior Center from 10:00 am-1:00 pm.

Facilities – Sprinkler Incident: On August 27th, a fire suppression sprinkler in the Main Lobby went off unexpectedly pouring 1,500 gallons of water into the library. The library, Fire Department, and Department of Public Works all responded quickly and professionally. DPW led the cleanup effort and called in a company to remove as much water from the library as possible. Ultimately the Library closed for a full week in order to give the building as much time as possible to dry out. The library opened for staff only on September 3rd and the public on September 4th. The library is working closely with the DPW and RebuildEX to plan, schedule and carry out the replacement/recovery work. We will almost certainly have to be closed for at least some amount of time. The sprinkler went off due to “mechanical failure”, possibly due to age. DPW is waiting on a quote to replace all of the sprinkler heads in the building. The sprinkler that went off on August 27th was immediately replaced. Natalie Luca Fiore stressed that this could not wait. Once one goes off, others will follow. Lent responded he was meeting with the DPW tomorrow.

Library Camera Project: The Library’s new camera system will not be in place for at least six weeks, and likely longer. This delay is due to the necessary centralization of all municipal cameras, and is necessary in order for the library to get the system it needs. The library is the top priority for the camera system and will be the first town organization to get a camera upgrade. The Library’s current camera system, though limited, is functioning and will meet our needs until the new system is in place.

Door Opening: There has been good feedback on doors now being able to be opened by a push of a button.

Staff Change: Effective September 30th, Rachel Alexander will be the library's new Head of Community and Outreach Services. This is a newly created Level 13 and Leadership Team position that significantly increases our capacity for several key elements of our new strategic plan, particularly the themes of Institution, Community, and Awareness and Innovation.

Adjournment: Where there was no other business to be heard, a motion was made by Natalie Luca Fiore and seconded by Christi Farrar to adjourn the September 11, 2019 meeting at 8:05 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary