

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, February 12, 2020

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

Absent: Michael Hagan

Guest: Mary Santora from the Friends of the Library

The Pledge of Allegiance was led by Vice Chairperson Natalie Luca Fiore due to the absence of Chairperson Michael Hagan. There were no citizens present nor were there any citizen comments brought forth.

Call to Order: The February 12, 2020 trustee meeting was called to order at 7:00 pm by Vice Chairperson Natalie Luca Fiore.

A motion was made by Charles Desmond and seconded by Joan Hagerty to direct Director Alexander Lent and Assistant Director Jennifer McGeorge to work with the Friends of the Library to come up with a Operating Memorandum of Agreement Between the Friends and the Library and to have it ready to present to the trustees by the April 2020 meeting. Motion passed unanimously.

Secretary Minutes: A motion was made by Irene Conte and seconded by Charles Desmond to accept the minutes of January 8, 2020 trustee meeting as printed. Motion passed unanimously.

Treasurer Report:

Because the December 2019 Treasurer’s Report was not ready by the January 8, 2020 trustee meeting, it had to be approved at tonight’s meeting. Therefore a motion was made by Christi Farrar and seconded by Joan Hagerty to approve the December 2019 treasurer’s report. Motion passed unanimously.

Treasurer Frank Herschede presented the January 2020 treasurer report:

Peabody Institute of Danvers, Inc.		George Peabody Society, Inc.	
Beginning Balance	475,806.21	Beginning Balance	116,726.88
Income	553.86	Income	133.56
Expenses	(1,176.93)	Expenses	(288.72)
Change in Value	(1,076.08)	Change in Value	(177.99)
Ending Balance	474,107.06	Ending Value	116,393.73

Year to Date	(0.36%)	2019	16.17%	Year to Date	(0.29%)	2019	15.10%
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After the presentation, a motion was made by Christi Farrar and seconded by Joan Hagerty to approve the January 2020 treasurer report as presented. Motion passed unanimously.

Director’s Report: Library Director Alexander Lent reported on several things.

Security Camera Upgrade – Installation of our upgraded security camera system began on Wednesday, February 5th and is on-going.

Sewer Pump – An alarm went off in our children’s room on Friday, February 7th. The library was evacuated and the Department of Public Works and the Fire Department were contacted. It turned out to be the sewer injection pump alarm, not the fire alarm. This alarm indicated that there is an issue with the sewer injection pump which is the pump used to bring sewage from the sinks and toilets on the lower level up to the sewer pipes on the main level, because the lower level is underground. Plumbers came in on Friday and will be back on Monday, February 10th to access the extent of work needed to repair or replace the pumps. For now no bathrooms or sinks are available on the lower level.

Finances

FY2021 Budget – The library has received an amended version of our proposed FY2021 budget from Town Hall. We had asked for significant increases to our supplies line and our library materials line. Town Hall is recommending the full increase we requested to our supplies line, but reducing our proposed increase to our library materials line from 7.5% to 5%. The amended budget still meets the budget goals we set. Lent recommended approving the amended budget. A motion was then made by Julie Curtis and seconded by Irene Conte to approve the amended budget. Motion passed unanimously.

Technology Budget – Director Lent met with Colby Cousens, the Town’s IT Director, on Wednesday, February 7th to discuss the library FY2021 Technology Warrant request. This warrant totaling \$20,000 has met the library needs this year and our anticipated needs for FY2021, so we are not making any changes.

Collections

Third Floor – The library is beginning a project to reorganize the collections on the Third Floor. Currently the third floor is confusingly arranged. The first step of this project is to weed the collection, and all non-fiction buyers are already involved in that. When the Third Floor Project is complete in several months, the Third Floor will be an intuitively arranged, assessable, useful, and enjoyable resource that the public is happy to visit.

Children’s Room – The Youth Services Department is beginning a project in the Children’s Room to make the collection easier to use, to more effectively display new materials, and to provide more shelf space for high collection areas. The first step in this project is the same as the Third Floor Project, weeding which has already begun. When this chunk of weeding is completed, the current non-fiction shelving units will be able to fit the non-fiction collection and the biography section, allowing the wall unit currently occupied by the biography section to become the new home of the media collection (DVD’s, CD’s, Playaways, Playaway Views, Playaway Launchpads, Adventure Kits). The Tween Section is being removed and will soon be replaced by display shelving for new materials. The library is also looking into bringing back some categories to make the picture book collection (and maybe other collection areas too) easier to browse. This is an exciting project that will make the Children’s Room an even greater resource for Danvers than it already is.

Art – The library now has art inspired by the life and work of Dr. Martin Luther King, Jr. on display in the Standing Room. The work was made by students at the Danvers elementary schools and will be up at least through the end of February.

Personnel

Staff Training Day – The library is beginning to plan our next staff training day, which is likely to be a half-day in May.

Class – Director Lent is taking an online course in the public administration department at Westfield State University.

Natalie Luca-Fiore asked if Director Lent was finding that the staff was taking advantage of library professional development. Lent replied that due to a tight schedule from vacancies in the first half of the year, we haven't had as much professional development activity as we would have liked, but that staff are taking advantage of it as possible, and it is more possible now that we are fully staffed. Staff are also regularly taking advantage of professional development opportunities offered by the Town and NOBLE which are typically free. We will be spending some of the professional development budget for our upcoming staff training day as well.

Old Business:

Per Charles Desmond's request from last month, job descriptions of table officers were emailed to the trustees on Thursday, February 13th.

Christi Farrar reminded us that the legislative breakfast will held on Friday, February 28, 2020 starting at 10:00 am.

Julie Curtis asked if there were any updates on the staff/trustee retreat. Curtis added it had been over three years since the previous retreat and with new trustees since then, a staff-trustee retreat was in order.

Julie Curtis asked if there were any updates on the Gala. She was informed that preliminary discussions were taken place and were trying to find sponsorships.

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 February 12, 2020 at 7:45 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

