

MINUTES TO THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, March 11, 2020

Present: Irene Conte, Julie Curtis, Natalie Luca Fiore, Michael Hagan, Joan Hagerty, Frank Herschede, Donna Hopkins, Alexander Lent, Jennifer McGeorge

Guest: Marsha Coogan, President, Friends of the Library

There were no citizens present to make any comments nor were there any citizen comments submitted.

The Pledge of Allegiance was led by Chairperson Michael Hagan.

Call to Order: The March 11, 2020 trustee meeting was called to order by Chairperson Hagan at 7:05 pm.

Chairperson Michael Hagan introduced Friends of the Library President Marsha Coogan who handed out a flyer explaining who the friends are and their activities. The flyer includes a membership application. Coogan said the Friends would like to keep the line of communication open with the trustees. She also said they would like one of their members to attend our meetings. Their meetings are held on the third of the month at 10:30 am in the Standing Room. Presently there are 40 members. Letters have been sent out to those who have not renewed their memberships.

Secretary's Minutes: A motion was made by Irene Conte and seconded by Joan Hagerty to approve the February 12, 2020 secretary minutes as printed. Motion passed unanimously.

Trustee Reports:

Chairperson Michael Hagan started a review of trustee officer duties. It was suggested that the Chairperson appoint a three person committee to make suggestions of duties and report back at the next trustee meeting. After asking for volunteers, Chair Hagan appointed Donna Hopkins as Chair, and Frank Herschede and Julie Curtis to the committee.

There was a discussion regarding the archives room inability to securely display certain items to the public. Sometimes certain special items are shown during special events in the archive. Digitalization is another option. Chairman Hagan suggested we hire an outside consultant to study what we have and ways we can successfully display them. Director Lent said the Massachusetts Board of Library Commissioners has a preservation specialist we could consult as a starting point.

Treasurer's Report: Treasurer Frank Herschede presented the February 2020 Investment report:

Peabody Institute of Danvers, Inc.		George Peabody Society, Inc.	
Beginning Balance	474,107.06	Beginning Balance	116,393.73
Income	521.20	Income	125.84
Expenses	6.19	Expenses	1.51
Change in Value	(19,059.49)	Change in Value	(4,710.82)
Ending Value	455,574.96	Ending Value	111,810.26
Year To Date (4.26%)		Year To Date (4.22%)	

Director Lent reviewed the February 2020 Cash Flow and an updated Departmental report for FY2020.

At the end of the discussion, a motion was made by Julie Curtis and seconded by Irene Conte to approve the Treasurers Reports as presented. Motion passed unanimously.

Director's Report: Library Director Alexander Lent reported on several things:

Facilities:

Sewer Pump – Department of Public Works and their vendor replaced the library sewer pumps on the lower level by 1:00 pm on Thursday, March 5th. It was challenging having the lower level facilities out of order for a few days, but it was terrific that the DPW was able to fix this issue so quickly and without cost to the library. The new pumps will not need as much maintenance as the old pumps.

Security Camera Update – All but one camera has been replaced. When that is complete, the camera angles will be optimized, and the system will be put online.

Sylvan Street Sign – The library has asked the Forestry and Grounds division to move the Library's sign on the Sylvan Street lawn from its current position by the flag pole to closer to the parking lot entrance, angled so that it is easier to see while driving. The library gets comments fairly regularly that we should get a sign for the Library that can be seen from the street, and we this is an affordable and easy way to accomplish this.

Finances

FY2021 budget- The library will be presenting our proposed FY2021 budget to the Board of Selectmen on Saturday, March 14th at 1:00 pm, and are scheduled to present to the Finance Committee on Thursday, April 16th at 7:00 pm. Both meetings will be in the Toomey Room of the Town Hall.

Community:

Pop-Up Library – The Library will be popping up at Endicott Park in support of their new Homework Club on March 11, at the Senior Center on March 18, and at Brightview Independent Senior Living on March 23rd.

Friends – Assistant Director Jennifer McGeorge and Director Lent with the Friends of the Library President Marsha Coogan and Friends member Valerie Cassidy on February 27 to discuss the Memorandum of Understanding. It was a productive meeting. No substantial changes were made to the sample Memorandum from United for Libraries and we agreed to bring the Memorandum as written to the next Friends meeting on March 18th, for a discussion and hopefully a vote. If the Friends vote to accept the Memorandum as written at this meeting, then we are on target to bring the Memorandum to the Board of Trustees for a vote at the April meeting.

Massachusetts Center for Native American Awareness – Anthony Silva from the Massachusetts Center for Native American Awareness has indicated that the Center would like to donate their collection of books to our circulating collection. The collection contains approximately 750 books. In donating, the hope is they will reach a larger audience. Library staff will need to process these books, covering and labeling them, adding them to the catalog, and shelving them. This will take some time and effort as well as shelf-space, but would be a good thing for us to be able to provide access to this collection. After

discussing this a motion was made by Natalie Luca-Fiore and seconded by Donna Hopkins to accept this Collection provided it is treated the same as any other collection. Motion passed unanimously.

Library Performance:

The library is on track to exceed our FY18 circulation by the end of March and to exceed our FY19 circulation by the end of April. At this rate we expect to reach around 240,000 circulations by the end of the fiscal year, not including an expected 25,000 e-library circulations. If our projections are accurate, FY2020 will be our all-time busiest circulation year.

Policies:

Computer and Internet Policy – The library would like to make a minor tweak to our Computer and Internet Policy, to add a line stating that at some times some or all of the listed technology may not be available and suggesting that patrons connect with library staff to access their options. The reason for this amendment is that due to the sprinkler leak, we do not currently have an Express Computer available. We are considering whether or not to bring Express Computer back, but do not have a decision made yet. Adding this line gives the policy a bit more flexibility with situations like this. After this discussion a motion was made by Julie Curtis and seconded by Frank Herschede to accept the amendment to the Computer and Internet Policy. Motion passed unanimously.

Borrowing Policy – Following changes to our loan rules in 2018 and fine structure in 2018 and 2019, as well as some other adjustments, the library is currently finalizing amendments and clarifications to our written Borrowing Policy, and expect to be able to present them to the Board of Trustees for approval at their April meeting.

Personnel:

Staff Training Day – The library is planning to hold its Staff Training Day on Monday, June 1st. The library will be closed to the public the whole day. Part-Time staff will come in for the morning and full-time staff will stay the whole day.

Staff/Trustee Get-Together – If the Board of Trustees can join us on June 1st, this might be the easiest way to facilitate get-together between the Staff and Trustees.

Markerspace – Drew Meger, our Head of Access Services, is now the point person for the Markerspace in addition to his regular duties, though others will assist/participate as the need and desire arise Drew is very artistic and so far, this seems to be an excellent match.

The Library Leadership Team met on, March 5th.

Other Business:

Director Lent attended a discussion at 8:30 am on Wednesday, April 11, with the Town Manager and the Director of Public Health at Town Hall about the coronavirus.

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 March 11, 2020 board of library trustee meeting at 8:45 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary