

MINUTES TO THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Thursday, February 15, 2018

Present: Irene Conte, Julie Curtis, Charles Desmond, Christi Farrar, Natalie Luca Fiore, Michael Hagan, Frank Herschede, Alex Lent, Jennifer McGeorge

Absent: Richard Bettencourt, Gail Tyrrell

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

The pledge of allegiance was led by Chairperson Michael Hagan. A minute of reflection was led by Chairperson Hagan.

Call to Order: The February 15, 2018 trustee meeting was called to order by Chairperson Hagan at 7:08 pm.

Secretary's Minutes: A motion was made by Irene Conte and seconded by Frank Herschede to approve the January 10, 2018 secretary minutes as printed. Motion passed unanimously.

Chairperson's Report: Chairperson Michael Hagan reported that Director Alex Lent, Assistant Director Jennifer McGeorge, Trustee Julie Curtis and he met with Town Manager Steve Bartha and Finance Director Travis Ahern on January 12, 2018 for a review of the 2018-19 library budget. Hagan reported the meeting was positive and they accepted the proposed budget. Town Manager Bartha was very impressed with Director Lent's proposal for a pop-up library at the mall. Bartha felt it would be a good way to build up the relationship with the mall manager. Hagan reminded Trustees that 1:00 pm on Saturday, March 3rd the library budget would be reviewed by the Town Selectmen and 6:30 pm on Wednesday, April 11th before the Finance Committee. He encouraged the Trustees to attend in support of the budget. Chairperson Hagan met with Police Chief Patrick Ambrose to discuss active shooter training. Trustees were informed that the library was participating in the Boston Bruins pajama drive for needy children. There is a donation box in the children's room and donations will be accepted through March 15, 2018. Hagan read aloud a Letter of Commendation to Jennifer McGeorge recognizing her excellent leadership while serving as acting director during the nine months from February to November 2017.

Treasurer's Report: Treasurer Frank Herschede reported the funds application was right on target and at almost ½ way through budget year we were doing well. Financial Advisor Carley Duggan would be attending the March meeting to speak before the board regarding our capital improvements.

Treasurer Herschede reported on our investment accounts through January 2018:

Peabody Institute of Danvers, Inc.

Beginning Balance	470,697.46
Income	485.06
Expenses	(1,150.89)
Change in Value	10,897.76
Ending Balance	480,929.39
Purchases	(15,053.13)
Redemptions	16,205.33

George Peabody Society, Inc.

Beginning Balance	107,290.53
Income	106.80
Expenses	(262.41)
Change in Value	2,540.95
Ending Balance	109,675.87
Purchases	(2,596.50)
Redemptions	3,546.40

Year to Date 2.17% 2017 11.72%

Year to Date 2.22% 2017 11.58%

At the end of the report a motion was made by Julie Curtis and seconded by Irene Conte to accept the treasurer’s report. Motion passed unanimously.

Building and Grounds Committee Report: Chairperson Frank Herschede reported library was still waiting for the town to act on the telephone upgrade. The new security system continues to function well. The library hopes to get on a state of the art system tied in to police dispatch. In order to facilitate the library’s ability to serve patrons beyond our building at 15 Sylvan Street, Director Lent asked Town Manager Bartha if the town had any spare vehicles that the library could use. This request was forwarded to the Department of Public Works, who reported they had a 2004 Ford Explorer that starts, runs, and is safe to use. The vehicle is available to the library to support “pop up” locations, bring library collections to the schools to augment their collections, bring telescopes and other “library of things” items to recreation programs, have laptop-based computer classes at the Senior Center or eldercare facilities, deliver library materials to homebound patrons, and more. Herschede also reported the heating system is terrific, the children’s room is not leaking and suggested the library try to have the parking lot on the side of the building repaved and leveled off. Julie Curtis asked about the installation of tables and chess/checkers boards and pieces previously donated the library by the Danvers Rotary Club and was informed this would be installed in the spring.

Lyceum Committee Report: Chairperson Natalie Luca Fiore reported that Assistant Director Jennifer McGeorge had requested a small donation towards the costs of a May program on memory loss. Luca Fiore also reported there would be a Frisbee catching dog program sponsored to kick off the summer program.

Director’s Report: Director Alex Lent reported the following: Michelle Deschene-Warren, the Head of Youth Services, is expanding the library’s checkout program to students at the middle school to include all three grades. This is a great opportunity to promote all the libraries new teen materials, and reach the students in their most familiar environment. On February 9th, the library officially began circulating ukuleles and all four were borrowed within 72 hours. Guitars, American Girl Dolls, sewing machines, and many other items are already purchased and will be made available over the next few weeks and months. Items will circulate for two weeks at a time, and while they made be put on hold, they must be picked up from and returned to the Danvers library, they will not go through delivery.

Director Lent would like the library to adopt a one-size-fits-all loan rule, where all circulating items could be borrowed for two weeks at a time, could be placed on hold, could be renewed up to five times (unless on hold for another patron), and would have an overdue fine of 10 cents per day. This two-week, five-renewal loan rule would result in a maximum fine of \$5.00. At the end of the discussion on the proposed new loan rule, a motion was made by Natalie Luca Fiore and seconded by Irene Conte to grant permission to start working on the one-size-fits-all loan rule and for implementing it by the spring. Motion passed unanimously. Director Lent will make a public announcement regarding the proposed new rule for two weeks.

Additionally, Lent would like to start an “express” collection. These items would go out for two weeks, could not be renewed, and would not be able to be put on hold. This collection would mostly be made up of duplicates of popular items, which would help ensure that Danvers patrons have reliable access to popular titles and would give people incentive to come to our library. Director Lent has had several productive meetings with Danvers Recreation about partnership opportunities. On April 1st, the library and Recreation will be holding an Easter Egg Hunt at Peabody Park, behind the Library. Leadership Team meetings are going to be held weekly starting in late February.

Charles Desmond asked that the minutes from previous meetings and an agenda for the upcoming meeting be sent to the trustees earlier so they could be reviewed and trustees could be prepared for the next meeting. Director Lent agreed to do so.

Adjournment: Where there was no other business to attend to, a motion was made by Irene Conte and seconded by Natalie Luca Fiore to adjourn the February 15, 2018 library trustee meeting at 8:15 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary