

MINUTES TO THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, January 10, 2018

Present: Richard Bettencourt, Julie Curtis, Charles Desmond, Michael Hagan, Frank Herschede, Alex Lent, Natalie Luca Fiore, Jennifer McGeorge

Absent: Wilbur Cobb, Irene Conte, Gail Tyrrell

Guest: Christi Showman Farrar, Consultant for the Massachusetts Library System

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.

Call to Order: The February 10, 2016 trustee meeting was called to order by Chairperson Hagan at 7:00 pm.

Secretary's Minutes: A motion was made by Natalie Luca Fiore and seconded by Frank Herschede to approve the December 13, 2017 secretary minutes as printed. Motion passed unanimously.

Chairperson's Report: Chairperson Hagan introduced Christi Showman Farrar who spoke about how the Massachusetts Library System could assist us with our upcoming 5-Year Strategic Planning. Strategic Planning is usually done in the fall and must be on file with the Board of Library Commissioners, along with an Action Plan, for libraries to be eligible to receive project grants. Chairperson Hagan said he would like a Strategic Planning Committee formed consisting of trustees, library staff and community members. The Trustees revisited Wilbur Cobb's excessive absences and Hagan informed us that Town Manager Steve Bartha and Town Clear Joseph Collins had been contacted regarding Trustee Wilbur Cobb's seat and had informed Natalie Luca Fiore that the Board of Trustee's could reach out to see if anyone was interested in filling out Cobb's term and both recommended Trustees fill this position as soon as possible. Luca Fiore also advised us when she was speaking with Christi Farrar, Christi informed us that she was residing in Danvers and that she would be interested in filling out this term. At the end of the discussion, a motion was made by Julie Curtis and seconded by Richard Bettencourt to remove Wilbur Cobb as a Trustee due to his inability to serve. The motion passed unanimously. Charles Desmond suggested the Trustees search for a way to recognize Wilbur Cobb for his many years of service to the library. A motion was then made by Richard Bettencourt and seconded by Natalie Luca Fiore to appoint Christi Showman Farrar to the position of library trustee for the remainder of Wilbur Cobb's tenure. Charles Desmond asked should the trustees reach out to see if anyone else might be interested or if Town Hall had someone in mind. We were reminded that both Bartha and Collins had suggested the position be filled as soon as possible. Motion passed unanimously. A discussion was then held regarding the continued absences of Trustee Gail Tyrrell. Trustees were informed that Gail Tyrrell had been spoken to and had indicated she would like to resign her position. She was told she would have to submit in writing to Collins that she was interested in resigning. The suggestion was made that her position should remain vacant until the May elections as her term ran out then. Chairperson Hagan informed us Director Alex Lent, Assistant Director Jennifer McGeorge, Natalie Luca Fiore and he would be attending a preliminary budget meeting tomorrow at Town Hall at 6:00 pm to discuss the FY 2019 budget with Town Manager Steve Bartha, and Town Finance Director Travis Ahern. Hagan invited the trustees to also attend the meeting.

Treasurer's Report: Treasurer Frank Herschede reported on the December 2017 Investment Accounts.

Peabody Institute of Danvers, Inc.

Beginning Balance	467,63.30
Income	4,861.08
Change in Value	(1,793.92)
Ending Balance	470,697.46
Purchases	(4,423.61)
Year to Date	11.72%

George Peabody Society, Inc.

Beginning Balance	106,589.05
Income	1,141.32
Change in Value	(439.84)
Ending Balance	107,290.53
Purchases	(1,042.65)
Year to Date	11.58%

Herschede reported the market was good adjusting the mutual funds into our portfolio was a good idea. Treasurer Herschede also reported on the FY18 December income and expenses report, the Trustee Funds application and the departmental report for FY18. Herschede gave an update to the differences between the two investment accounts. Richard Bettencourt asked if the investment's sub-committee had met with Cornerstone Financial Group within the last three months as we were supposed to be. Herschede answered not yet. He said sub-committee usually met with Cornerstone in February and April and the whole committee in June and December. Director Alex Lent asked if any of the \$35,000.00 usually given to us from the State was not used at the end of year, could be placed in the investment funds. Lent said he would research this. Charles Desmond had a concern about what would happen if we lost any of the state funds through investing in our funds. After the discussions, a motion was made by Charles Desmond and seconded by Natalie Luca Fiore to accept the treasurer's report as presented. Motion passed unanimously.

Building and Grounds Report: Chairperson Frank Herschede reported the following: SOS Security recommended the replacement of our network video recorder box, as our original box was antiquated and no longer reliably functioning. The cost to replace the box was approximately \$2,000.00. Director Lent spoke with the Danvers IT Department and learned that the Town has an existing security camera project that the library can participate in. This project will provide the library with top notch cameras, new wiring, web-based monitoring, meaning that we will be able to see the camera feed on any computer, and the ability to have the Police Department look at our camera feed directly. This project will be funded out of a tech warrant, which means that the library will not need to use foundation funds. Director Lent feels this is an ideal solution for upgrading our camera system and feels we should participate as soon as possible. On December 22nd, Colby Cousens, the Town IT Director was given a tour of the building by Director Lent, Assistant Director McGeorge and Head of Technical Services Chris Amorosi. This was done to indicate data port locations for the telephone upgrade project. The Town will now work with their team to begin the installation process. Director Lent, Information Technology Coordinator Chris Siers and Head of Reference Jim Riordan gave Colby Cousens information of the library laptop project as Cousens is looking at funding options. Lent reported the new projector for the

Gordon Room has been installed. The old and no longer functioning security gates have been removed from the entrances on the main and ground floors. These devices have not been in use for several years and removal allows for wider, more open entrances that are easier to pass through, especially for patrons using wheelchairs or pushing strollers. Herschede asked if the heat was finally being distributed evenly. Lent responded there was still a problem with the heat in the children's room. A fan has been placed at the top of the staircase as areas that are glassed in tend to hold heat in.

Lyceum Committee Report: Chairperson Natalie Luca Fiore reported there had been no requests for money assistance with programs.

Director's Report: Director Lent reported the following: our library was hosting a Steven Lewis poster exhibit, "Women's Equality Struggles" until the end of the month. From February 1st to March 15, the library will be collecting pajamas for kids and teens, which will then be sent through delivery to the Massachusetts Board of Library Commissioners. The collection box will be located in the children's room. The library circulation has dropped by 16.17% since its peak in FY 2009. This is not a one-time drop; the average circulation for FY 2013-17 was 8.96% lower than the average circulation for FY 2008-FY 2012. This drop is not uniform across libraries, our circulation has dropped at roughly twice the rate as the average of our peer group. This drop is not even across our collections, children and teen collections are relatively stable while the adult collection has dropped by 12.61% since its peak n FY 2013, audio/visual has dropped by 35.42% since its peak in 2009, and magazine circulation has dropped by 56.76% since its peak in 2009. These drops are not related to budget cuts; our circulation has declined by 16.17% since FY 2009 while our collections spending has increased by 7.94%. The Library Leadership Team is discussing this issue.

New Business: Richard Bettencourt mentioned a Veterans weekly support group that he assists with and has been meeting at the VFW may be looking for another location to meet due to the number of participants and he may be requesting use of the Gordon Room.

Adjournment: Where there was no other business to be heard, a motion was made by Richard Bettencourt and seconded by Julie Curtis to adjourn the January 10, 2018 meeting at 8:50 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary