

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, December 19, 2018

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

Absent: Natalie Luca Fiore

The Pledge of Allegiance was led by Chairperson Michael Hagan. There were no citizens present nor were there any citizen comments brought forth.

Call to Order: The December 19, 2018 regular trustee meeting was called to order by Chairperson Hagan at 7:05 pm.

Chairperson Hagan requested the meeting go into executive session and a roll call of the Trustees was made to see if the Trustees would agree to do so. The roll call was unanimous that we go into Executive Session at 7:10 pm.

The December 19, 2018 Regular Meeting of the Peabody Institute Library Trustees was called back in session by Chairperson Michael Hagan at 7:30 pm. After the discussion in the Executive Session, and while back in the Regular Meeting, a Motion was made by Charles Desmond and seconded by Irene Conte to set Director Alexander Lent's FY2019 salary to \$93,730.00 retroactive to July 2018 and his FY2020 salary to \$102,210.00 as negotiated by the Town Manager, Trustee Chairperson, and Assistant Chair. Motion passed unanimously.

Secretary Minutes: A motion was made by Michael Hagan and seconded by Irene Conte to accept the minutes of the Regular Trustee meeting of November 14, 2018 as printed. Motion passed unanimously.

Chairperson Report: Chairperson Michael Hagan reported that Director Alex Lent, Chair Hagan, and Assistant Chair Natalie Luca Fiore would be meeting with Town Manager Steve Bartha tomorrow at 3:00 pm at town hall. This is the initial meeting regarding the FY2020 operational budget. The need for additional outside lighting was discussed. On November 20, 2018 there was an unruly patron in the building and Danvers Police were called. Director Lent subsequently met with Danvers Police Captain Tansey to go over the incident and the response to it. Hagan gave an update on the phone, camera, rewiring project. The phones and cameras have been ordered and delivered to the Town IT Department. The rewiring has begun. A two-person team will be working at the library for the better part of the month but Lent feels it is going smoothly and should be done by tomorrow. Due to the need for additional data ports, the cost of this project may be approximately \$2,000.00 above the initial budget. Chairperson Hagan asked the members of the Board to submit ideas for Goals and Objectives for Director Lent's second year by the January meeting.

Treasurer's Report: Treasurer Frank Herschede reported the following on our Investment Accounts:

	Peabody Institute of Danvers, Inc	George Peabody Society, Inc
Beginning Balance	454796.18	104811.77
Income	4815.35	1090.05
Change in Value	(307.97)	(79.08)
Ending Value	459303.56	105822.74
Year to Date	(1.35%)	(1.36%)

At the end of the treasurer's report a Motion was made by Julie Curtis and seconded by Joan Haggerty to accept the treasurer report as presented. Motion passed unanimously.

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

Classroom Project: Director Lent met with the Town Building Inspector, The DPW electrician, and the DPW's Buildings Division Supervisor on December 5, 2018 to tour and discuss Storage B. The Building Inspector said the room can be used with only minor adjustments, including reinstalling the door between Storage A and Storage B, new covers for lighting fixtures, and new exit signs. This is very exciting news as it means the library can begin using this space much sooner than we had anticipated.

Man Lobby Display Furniture: The estimate for new display furniture for the Main Lobby, which would match our new Reference Desk and CD Cabinet is \$2,200.00. Lent requested this cost come out of state aid. A Motion was then made by Joan Haggerty and seconded by Chisti Farrar to take \$2,200.00 out of state aid to cover costs of the main lobby display furniture. The Motion passed unanimously.

New Furniture for the Standing Room : The library needs new tables for the Standing Room. Lent wants furniture to be attractive but reconfigurable. So far no table that achieves this combination has been found. Estimated costs for the tables between \$500.00 and \$2,000.00.

Water Mains: The DPW made repairs to the library's two 4" water mains, one in November and one in December.

State Aid: Lent submitted the library's State Aid paperwork to the Massachusetts Board of Library Commissioners in October, and received confirmation from the MBLC this week that the library application had been approved. The library will receive roughly \$35,000.00 in two payments from the MBLC this year.

Library Performance – Library Statistics: The library is halfway through the fiscal year and are closing in on 100,000 circulations. This has not happened in recent memory, and is a sign that the changes we have made over the past year have been positive and impactful. The first five months of the current fiscal year have yielded more circulations than the first six months of the last fiscal year.

Other Business:

Charles Desmond spoke about the student art work that would be on display at the January Martin Luther King celebration. Desmond reminded us that last year the library displayed the student art work

after the MLK Celebration last year and asked the library to do so again until the end of February. Director Lent indicated it was his intention to have this happen again.

Frank Herschede requested the January 9, 2019 trustee meeting be postponed one week to Wednesday, January 16th. Everyone was okay with this.

Adjournment: Where no other business was brought to the Trustees for discussion or action, a Motion was made by Irene Conte and seconded by Charles Desmond to adjourn the regular trustee meeting of December 19, 2018 at 8:50 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary