

## **MINUTES OF THE PEADY INSTITUTE LIBRARY TRUSTEE MEETING**

Wednesday, June 13, 2018

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

**Guests:** Carlie Dugan and Greg Miner from Cornerstone Financial Partners, LLC

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 June 13, 2018 trustee meeting was called to order by Chairperson Hagan at 7:00 pm.

Chairperson Michael Hagan introduced both Carlie Duggan and Greg Miner who gave an extensive review of our two investment accounts. Both Duggan and Miner said their expectation was continued growth, everything looked positive, and everything was a pretty good picture going forward. They feel the library is in the right portfolio.

**Secretary Minutes:** A motion was made by Irene Conte and seconded by Natalie Luca Fiore to accept the minutes 9, 2018 of the May 9, 2018 trustee minutes as printed. Motion passed unanimously.

**Chairperson's Report:** Chairperson Michael Hagan informed the trustees that there would be no trustee meetings in either July or August unless something pressing came up. Hagan advised trustees that Julie Curtis spoke to him after the May meeting to inform him she was interested in once again serving on the building and grounds committee. Hagan reminded trustees to speak with him if there were any committees they were interested in serving on. Donna Hopkins has agreed to serve as the new assistant treasurer. As such Richard Bettencourt, the previous assistant treasurer's name will have to be replaced by Hopkins on the checking account. Jean Hagerty asked about the duties of the Friends of the Library and was informed they provided financial support by among other things donating \$4,800 a year to pay for museum passes. They also assisted with the library Open Houses. Hagan reported employee identification badges have been ordered and library was waiting for them to arrive. Badges would be attached to lanyards and would contain employee picture, that they were staff and their employee number. Hagan thanked everyone for assistance with this. The Town Meeting went well. FY2019 library budget was approved as was the Tech Warrant, which includes State Aid to implement the budget. This total matches past practice. However library is proposing that the bulk of this money (\$48,000) come from State Aid in order to allow the Trusts to grow. Funding for the security cameras and phone system were approved the Town Meeting members and funding should be available with the new fiscal year. The Town IT is working with their desired vendors to finalize a price. Door counters will be implemented and this will assist with staffing needs. All computers will be a high powered computer system. The Town Police have been doing building walk throughs a few times a week. Chairperson Hagan suggested the library write a letter to the Police Chief thanking him for the assistance with this. Director Alexander Lent felt this was a good idea. The library is still waiting for a design and quote for a new desk for the second floor. Replacing the desk may require use to replace some carpeting in the area where the current desk is located. Defibrillator training has not been given since 2012. Director Lent hopes to have as many employees as possible trained in this. Hagan reported on the status of active shooter training and said no one had heard if the Chief will do this.

**Treasurer's Report:** Treasurer Frank Herschede gave a quick review of the library budget and asked Lent if the library would be spending anything left on the budgets. Director Lent responded a lot of activity will be happening during the next week or so. Herschede will send financial updates out to the trustees over the summer.

**May 2018 Investment Accounts Report:**

<u>Peabody Institute of Danvers, Inc.</u>		<u>George Peabody Society, Inc.</u>	
Beginning Balance	461,542.07	Beginning Balance	106,398.57
Income	531.17	Income	124.31
Change in Value	3,067.27*	Change in Value	697.94*
Ending Balance	465,140.51	Ending Balance	107,220.82
Purchases	(529.89)	Purchases	(123.97)
*Year to Date (1,248.51) 0.10 %		*Year to Date (224.21) 0.0 6%	

Charles Desmond asked Herschede if he had any thoughts on the investment portfolio performance. Herschede responded he agreed with the Cornerstone Report of 5-8% growth.

A motion was made by Julie Curtis and seconded by Christi Farrar to accept the June 2018 treasurer's report as presented. Motion passed unanimously.

**Building and Grounds Committee Report:** Chairperson Frank Herschede gave an update on the outside chess/checkerboard with seat donated by the Rotary Club. The Department of Public Works has spots marked out on the ground and is waiting for 'Dig Safe' to come and make sure foundation can be poured. Library hopes this will be accomplished within 2-3 days, The DPW would like to tweak the air condition settings before installing fans. Director Alexander Lent met with Leif Rochna from the Department of Public Works about the Standing Room project. The leak in the room is a more serious issue that the DPW had previously realized. The porch above the Standing Room has a pillar that is completely rotten and needs to be replaced. The pillar is structural and intricate and replacing it will be an undertaking. The DPW is putting in a temporary solution that will prevent further leaking and allow them to patch and paint the Standing Room interior. It was mutually settled that September 17<sup>th</sup> would be the date which the interior work will be complete. This also the date by which the library hopes to have doors installed on the room, but this depends on vendors schedules and door availability. Charles Desmond spoke about the library grounds. He said the DPW needed to research how to improve the look of our grounds. Director Lent will contact the DPW and encourage them to improve our landscaping. The Trustees feel a clear message must be passed to the DPW that something must be done to improve the look of our grounds. Our feeling is the DPW is not doing anything to alleviate the situation. The front especially does not look great and the back just looks okay. It was suggested to include upkeep of grounds into the Library Strategic Plan. Christi Farrar asked if there was going to be a sculpture program again this summer. She was informed that due to issues we would not be doing the program again this year. The suggestion was made to speak with high school or community college art departments to see if there would be any interest in participating in this. An update on the fire suppression system in the Archives Room as discussed. The DPW is putting a plan together. The library is still working on designing the new book drop. A design should be available for the September trustee meeting. The goal is to have a new book drop installed before winter.

**Lyceum Committee Report:** Chairperson Natalie Luca Fiore reported there are two more programs scheduled for the children's room before the FY ends.

**Director's Report:** Director Lent reported on several issues. Voting for staff representation on the Long Range Planning Committee closes on June 11, 2018. Lent reported that Jim Riordan, Director of Strategic Planning has asked to be appointed to the Long Range Planning Committee. The library is still getting used to the new collections layout, but feedback has been mostly positive. The library will be "popping up" at an event at Endicott Park on Saturday, June 9<sup>th</sup>. Director Lent is staffing a table where attendees will be able to check out books about gardening, which is the topic of the event. Becca Crockett, Assistant Director of Reference Services and Director Lent both attended the Massachusetts Library Association Annual Conference in Framingham. The library is rolling out the increased printing fees and reduced library card replacement fees (-0-) on July 1<sup>st</sup>, 2018. A new library card has been designed and will begin to be rolling out in FY2019. The Standing Room doors should be back on soon. Lent talked about use of Standing Room for art displays, musicians, poetry readings, etc. By closing the doors the room will be very quiet and perfect for community events. Lent handed out the FY2019 budget for trustee review. After a discussion a Motion was made by Julie Curtis and seconded by Charles Desmond to approve the FY2019 budget as presented. Motion passed unanimously. Director Lent reported that a \$500.00 donation earmarked for special projects had been made by Diane Langlais. A motion was made by Natalie Luca Fiore and seconded by Irene Conte to accept the \$500.00 donation from Diane Langlais which will be used for special projects as determined by Director Alexander Lent. Motion passed unanimously. Director Lent reported that the Three Year Plan Committee would be moving forward soon. Staff members appointed to committee will be chosen by their peers. Lent reported it is normal to spend six months coming up with this plan. Such committee should consist of two trustees, library director and assistant director, staff members, and someone who lives and works in the town, as well as a civilian who is not a library user. Christi Farrar suggested an individual involved with the schools. It was suggested that Director Lent, Assistant Director McGeorge and Natalie Luca Fiore get together to set a game plan. Director Lent would like this Three Year Plan finished by December 2018. Director Lent will be updating the Personnel Code of Conduct over the summer. Personnel job descriptions need to be updated. Lent hopes to have both the Conduct and Job Descriptions updated and ready to present to the trustees at the September 2018 meeting.

**Adjournment:** Where no other business was brought to the Trustees for discussion or action a Motion was made by Irene Conte and seconded by Natalie Luca Fiore to adjourn the June 13, 2018 trustee meeting at 9:05 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary