

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MINUTES

May 9, 2018

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

Absent: Irene Conte

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 May 9, 2018 trustees meeting was called to order at 7:18 pm by Chairperson Michael Hagan.

Reorganization of Officers: Chairperson Michael Hagan announced this was the reorganizational meeting and turned the meeting over to library director Alexander Lent for the Chairperson's nominations.

A motion was made by Natalie Luca Fiore and seconded by Christi Farrar to nominate Michael Hagan as Chairperson. Nominations were closed. Motion passed unanimously.

Director Lent then handed the meeting over to Chair Michael Hagan who took nominations for Vice-Chair. A motion was made by Julie Curtis and seconded by Christi Farrar to nominate Natalie Luca Fiore as Vice-Chairperson. Nominations were closed. Motion passed unanimously.

A motion was made by Charles Desmond and seconded by Donna Hopkins to nominate Frank Herschede as Treasurer. Nominations were closed. Motion passed unanimously.

A motion was made by Natalie Luca Fiore and seconded by Christi Farrar to nominate Donna Hopkins as Assistant Treasurer. Nominations were closed. Motion passed unanimously.

A motion was made by Natalie Luca Fiore and seconded by Donna Hopkins to nominate Julie Curtis as Recording Secretary. Nominations were closed. Motion passed unanimously.

A motion was made by Julie Curtis and seconded by Natalie Luca Fiore to nominate Charles Desmond as Clerk. Nominations were closed. Motion passed unanimously.

Secretary Minutes: A motion was made by Natalie Luca Fiore and seconded by Frank Herschede to accept the secretary minutes of the April 12, 2018 trustee meeting as printed. Motion passed unanimously. A motion was then made by Christi Farrar and seconded by Natalie Luca Fiore to accept the secretary minutes of the April 19, 2018 trustee meeting as printed. Motion passed unanimously.

Chairpersons Report: Chairperson Michael Hagan thanked the trustees for their support and reported that a lot of things were coming up. The library is strong about a safety and security action plan. As a result all employees must wear panic buttons that were assigned to them. The library must keep their employees as safe as possible. The new security system is upcoming and will have cameras set up to show everyone coming in. It is Director Lents hope to have the Town Meeting vote on funding for cameras. Hagan reported that information on the three year plan was coming. Natalie Luca Fiore suggested the new trustees review past secretary minutes to bring them up to date with the history of attempts to get the new security system. Hagan asked anyone interested in serving on any of our sub-committees to please notify him.

Treasurer's Report: Treasurer Frank Herschede gave an April 2018 report on both the Peabody Institute of Danvers, Inc and the George Peabody Society, Inc. investment accounts.

April 2018	Peabody Institute of Danvers, Inc.	George Peabody Society, Inc.	
Beginning Balance	467,247.95	Beginning Balance	106,560.78
Deposits	-0-	Income	127.63
Income	545.25	Expenses	(265.07)
Withdrawals	(5,000.00)	Change in Value	(24.77)
Expenses	(1,162.18)	Ending Balance	106,398.57
Change in Value	(88.95)	Purchases	(127.27)
Ending Balance	461,542.07	Sales	-0-
Purchases	(543.59)		
Sales	-0-		

Frank Herschede will contact Carley or Greg to see what the \$1,162.18 expense is. There doesn't seem to be any buying or selling of stocks so why is there an expense.

Herschede also reviewed budget expenses. The fiscal year ends June 30th. Natalie Luca Fiore asked about the archives budget. Assistant Library Director Jennifer McGeorge said all programs were done. Luca Fiore informed us all Lyceum Committee moneys were earmarked. Director Lent explained the difference between the Peabody Institute of Danvers, Inc. and the George Peabody Society, Inc. Investment Accounts were: the Peabody Institute of Danvers, Inc. was fully funded through interest and is now municipally funded whereas the George Peabody Society, Inc. was designed for capital improvements. Director Lent reported library usually received \$35,000.00 in state aid libraries which was unrestricted and \$50,000.00 from state aid. Director Lent reported our Year to Date Budget was about where it should be and the FY2019 budget was approved by the Finance Committee and now moves to on to the Town Meeting on May 21st. At the end of Herschede's report, a motion was made by Julie Curtis and seconded by Christi Farrar to accept the treasurer's report as presented. Motion passed unanimously.

Building and Grounds Committee Report: Chairperson Frank Herschede gave an update on last year's Rotary Club donation of two outdoor table chess/checkboards with attached seats. The boards and seats are here and ready for installation. The Department of Public Works moved them to the library and will install the concrete slabs to place them on. Placement will be under the trees in the front of the library. If use proves to be successful, the library hopes to have more for next year. Herschede reported if the Town Meeting approved funds for the new phone system, installation would hopefully begin by the start of next years school. Director Lent reported one of the ticket windows discussed previously has been redesigned as a cell phone booth. There is no update on the security camera upgrade. Library is still waiting for a second cost quote. Estimated cost has been pushed forward to the Town Meeting and we should know after meeting.

Lyceum Committee Report: Chairperson Natalie Luca Fiore reported all programs have been scheduled. The recent presentation on memory had a small attendance but was compelling. The library will be sponsoring a Passport Fair program on July 14th. The previous fair was well attended.

Library Director's Report: Director Alexander Lent reported the large openings on the Standing Room had been replaced and painted. The library is working on preliminary designs for the replacement book drops. The library has met with a vendor to design a new, smaller desk for the second floor and is waiting for a quote and drawing. The trustees agreed to have Assistant Chairperson Natalie Luca Fiore and Clerk Charles Desmond be the two trustees serving on the Long Range Planning Committee.

The library was closed on April 25-27 in order to reorganize the collections on its first, second and third floors. The non-fiction collection is now located on the third floor, the fiction collection on the second floor and the most frequently used collections, including new materials, audio=visual materials, magazines, newspapers, and large print items on the first floor. The Library now has a simpler, more intuitive layout. The new CD storage unit was delivered and installed on April 25th. Several staff members have recently attended or will be attending conferences for professional development. Drew Meger, Head of Access Services, has been accepted to participate in Project SET, an initiative from the Massachusetts Library System that supports the development of individual career goals and the exploration of other aspects of the library community. SET is a way to interact with other libraries by stepping out of the day-to-day routine and thinking about the bigger picture. Assistant Head of Resources Becca Crockett recently attended the first day of the Massachusetts Library Association Conference and Director Lent attended the Research Institute for Public Libraries on May 7+8th. This was an intensive workshop on library that will come in handy for the upcoming strategic plan and for our on-going assessment needs. Lent would like the library to no longer charge patrons \$1.00 for replacement of library cards. He feels library cards make it easier for the library to check materials out to patrons and are inexpensive to purchase. The \$1.00 replacement fee makes it less likely for people to replace their cards and is an unnecessary barrier to service. In communication with the Town Manager and the Police Department, the library issued a no-trespass order to a patron. The order was sent via certified mail and then provided in-person to the patron when they visited the library on May 7th. Julie Curtis asked if other local libraries were notified when a no-trespass order was issued. Director Lent responded they were not and currently our library does not share this information. Christi Farrar suggested personnel be given culturally sensitivity training.

Adjournment: Where there was no further business to address, a motion was made by Natalie Luca Fiore and seconded by Julie Curtis to adjourn the May 9, 2018 library trustee meeting at 8:20 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary