

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Written by Natalie Luca Fiore and Transcribed by Julie Curtis

Wednesday, November 14, 2018

Present: Charles Desmond, Christi Farrar, Natalie Luca Fiore, Joan Haggerty, Frank Herschede, Donna Hopkins, Alexander Lent, Jennifer McGeorge

Absent: Irene Conte, Julie Curtis

Called to Order: The November 14, 2018 trustee meeting was called to order at 7:00 pm by Chairperson Michael Hagan.

The Pledge of Allegiance was led by Chairperson Michael Hagan. There were no citizens present nor were the any citizen comments presented for consideration.

Town Archivist Richard Trask gave the trustees a tour of the archives area.

Secretary Minutes: A motion was made by Christi Farrar and seconded by Donna Hopkins to approve the October 10, 2018 secretary minutes as written. Motion passed unanimously.

Chairperson Report: Chairperson Michael Hagan said it was reported to him that during staff training day, a test was done of the panic buttons and that SOS Security took 4-5 minutes for a response. Today Hagan and Lief Rochna from the Department of Public Works met with SOS Security and were informed more tests will be done to make sure the response time would be more acceptable.

Treasurer Report: Treasurer Frank Herschede presented an Investment Report:

October 2018	Peabody Institute of Danvers, Inc.	George Peabody Society, Inc.
Beginning Balance	477,765.70	110,068.44
Income	999.46	226.06
Expenses	(1,204.22)	(227.41)
Change in Value	(22,764.76)	(5,205.32)
Ending Balance	454,796.18	104,811.77
Year to Date	(2.42%)	(2.41%)

At the end of the report, a Motion was made by Charles Desmond and seconded by Christi Farrar to accept the report as presented. Motion passed unanimously.

Director Report: Director Alexander Lent reported on several things.

Finances:

Phone/Camera/Rewiring Project: Quotes for the phone, camera and rewiring project are still being finalized.

Old Shelving Units: were tested for lead and found to be lead free. Because it looks like students will not be able to use them to create new furniture for the library, the library is now planning to turn them into “Little Free Libraries” –a free book exchange – which will be placed in strategic places throughout Danvers.

Classroom Project: The library has provided the DPW with the information they requested and are planning to have this project take place in FY2020.

Carpeting on the Second Floor: The library has selected a carpet option. As the desk is removed from the second floor, the library will replace the carpeting in the immediate vicinity, and plan to replace more of our second floor carpeting over the coming fiscal years, as funding allows. The present project is expected to come in at less than \$2,000.00

Archival Fire Suppression System: DPW believes this project will come within our budget. DPW is still working to select a vendor.

Art Display System: The art display system is up and installed. Our current show is our collection of pieces showing iconic Danvers locations.

Standing Room Doors: The doors have not yet arrived.

Book Shed Project: DPW recommends that the library purchase a metal book return from a library vendor.

Main 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.

Finances:

FY2020 Budget: In the very early stages of work for our FY2020 budget, which will likely include requested increases to several key areas. The Director, Assistant Director, Bookkeeper, and Trustee Chair are scheduled to meet with the Town Manager and Finance Director at 3:00 pm on December 20, 2018,

Community:

Van Project: The van has arrived and the library is working to get it set up and to establish locations for pop-up libraries.

Personnel:

Autumn Training Day: The library was closed on October 17th for a staff training day focusing on safety and security. The day went well. The library will be closed for a day next April for a training focused on customer service.

Conference: Director Lent will be attending and speaking at ThinkerCon in Alabama from November 15-18, 2018.

Reporting:

State Aid: Director Lent submitted the library State Aid paperwork to the Massachusetts Board of Library Commissioners.

Annual Report: Director Lent is sending the library annual report to the Town Managers office.

Technology:

Town IT: The library is beginning to discuss having it's IT services provided by the Town's IT rather than by NOBLE. This would reduce our costs by approximately \$10,000.00 and facilitate increased collaboration opportunities with the Town.

Adjournment: Where no other business was brought to the Trustees for discussion or action, a Motion was made by Charles Desmond and seconded by Frank Herschede to adjourn the November 14, 2018 library trustee meeting at 8:35 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary