

MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, October 10, 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

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 October 10, 2018 trustee meeting was called to order by Chairperson Hagan at 7:05 pm.

Secretary Minutes: A motion was made by Natalie Luca Fiore and seconded by Irene Conte to accept the secretary minutes of the September 12, 2018 trustee minutes as printed. Motion passed unanimously.

Chairperson’s Report: Chairperson Michael Hagan thanked Director Alexander Lent for sending packets of information for tonight’s meeting out early. Hagan mentioned that he had recently attended a function and so many attendees approached him with compliments about this library and the new director. Previously there has been a staff/trustee get together every other year and suggested maybe January for our next one. Natalie Luca Fiore and assistant library director Jennifer McGeorge will work on this. Hagan suggested it be held off-site. There have been no recent problems with the staff panic buttons and also the Danvers police will be stopping in to the library next week. Trustee Charles Desmond asked for an update on how the three year plan was coming along. Natalie Luca Fiore responded the process was beginning. After the discussions, a motion was made by Julie Curtis and seconded by Christi Farrar to accept the Director’s Report. Motion passed unanimously.

Treasurer’s Reports:

Treasurer Frank Herschede presented a September 2018 investment report for both the Peabody Institute of Danvers and George Peabody Society accounts.

	Peabody Institute of Danvers September 2018	George Peabody Society September 2018
Beginning Balance	478,263.79	110,194.64
Income	669.80	156.05
Change in Value	(1,167.89)	(282.25)
Ending Balance	477,765.70	110,068.44
Year to Date Change in Percent	2.69%	2.67%

Buildings and Grounds Committee Report: Chairperson Frank Herschede gave an update on several things:

The phone, camera and rewiring project: The Town Information Technology Department and the Library have decided on vendors for all three components of this project, and have finalized quotes for phones and cameras. Library is still in negotiations with the rewiring quote, but expect to be able to start work in October.

Carpeting on Second Floor: The library is in communication with the Department of Public Works about carpeting options for the second floor. Library will probably recarpet the area around the current desk when that desk is removed and then look for capital improvement funding from the Town for FY2020 to replace the rest of the carpeting on the second floor. There is no carpeting under the stacks as stacks are moved, carpeting will be added. The new desk has been ordered and is expected to arrive at the end of November or beginning of December. This change will dramatically improve the flow and usability of the second floor.

Standring Room Project Updates: The new curtains in the Standring Room are up and the room has been painted. The new doors are expected to arrive around October 15th. This room needs a desk and chairs and the main lobby needs new display furniture as presently the units are too tall. The library has met with vendor about furniture options. The library has ordered an Art Display System. DPW will install this in the Standring Room. This will allow us to use this room as an art gallery in addition to a quiet reading room and event space.

Book Shed Project: The library and the DPW are meeting tomorrow for their input on this matter. Director Lent expects to have a further report verbally at this meeting.

Lyceum Committee Report: Chairperson Natalie Luca Fiore reported that the recent Introduction to Ball Room Dancing was a great program. She also said the recent improvements to the Standring Room should assist with future programs there. Finally she offered that people were asking about bringing the owl program back. There was a question on the Lyceum Trust Fund. Chair Luca Fiore responded it could be used for anything related to the library and added it was the only trust fund where its money had to be used fully every year.

Library Director Report: Director Alexander Lent reported on several things:

Old Shelving Units: Teachers and students from Essex Tech came over on September 28th and disassembled and took away the four large wooden

shelving units that were in Storage A and B. Because of the unit's age, Essex Tech must test for lead. Depending on test results, library will discuss with Essex Tech what the wood from these units can be used for. Ideas have included coffee and side tables, a large conference table, and side panels and/or top panels for shelving units. Using these will allow the library to better meet patrons' current furniture needs while honoring important pieces of the library's past.

Classroom Project: Now that the old shelving units have been taken away Storage B is empty for the first time in 40 years. The library is talking with the DPW about sealing the floor, opening up the walls so we can see into the room from the landing and ramp area, and turning the room into a classroom/meeting room/multipurpose space. If the room can be transformed in this way, the library will be able to serve the community in a new way.

Archival Fire Suppression system: Town Archivist Richard Trask and Director Lent met with the DPW and a vendor about the fire suppression system for the Archive. The DPW and vendor are now talking about initial estimates. There is still a lot of work ahead with this, but Lent feels this is a good progress on a very important project.

Finances and Finance Development: Director Lent reviewed the Year to Date Budget. He informed us the library was in very early stages of work for the FY2020 budget, which will probably include requested increases in several key areas. Lent would like to establish a Financial Development Task Force to get the library ready for yearly fundraising and one-off special projects fundraising efforts.

Community:

Van Project - Town Hall has sent the van plates to the MIIA. When they receive them, they need to go to the registry of motor vehicles. Hope is library will receive the van this month.

Endicott Park – The library is leading fireside storytimes at Endicott Park on Thursday evenings as part of their new hay rides. These have gone very well so far.

Town Wide Open House – The library will be participating in the Town Wide Open House on October 11th. We will have crafts in the Children's Room and will have a fine forgiveness day for Danvers items.

Town Archivist Richard Trask will be giving the inaugural speech of the new Standing Room.

Personnel – Amanda Tinkham has been hired as a new Junior Page and Ari Schwartz and Soren Reed as new Assistant Librarians.

Off-Site Trainings – Head of Reference Services Jim Riordan and Assistant Head of Access Services Chelsey Bell will be attending a one day conference on inclusion and equality at the Milton Public Library on October 18th. Head of Technical Services Chris Amorosi and Assistant Head of Technical Services Rachel Alexander will be attending the New England Library Association Annual Conference from October 20-22. Director Alexander Lent will attend and speak at a conference in Alabama next month.

On-Site Training – The library will be closed on October 17th for an autumn staff training day focusing on safety and security. All full-time staff and part-staff working on Wednesday are expected to attend.

Technology – Chromebook Project: The library has purchased and received 10 Chromebooks using funds from the FY2019 Tech Warrant. These will be available to patrons to use anywhere in the building and will allow us to teach group computer classes. The Chromebooks are still being set up and figuring out logistics, but this will be a big step toward improving our technology offerings.

New Business: Trustee Christi Farrar brought up that the Massachusetts Library Trustee Association meeting was being held in Shrewsbury on Saturday, November 17th in Shrewsbury and added it might be beneficial for trustees to attend. She also suggested trustees go on the Massachusetts Library Commission website and input our emails so we could receive timely updates from them.

Adjournment: Where no other business was brought to the Trustees for discussion or action, a Motion was made by Natalie Luca Fiore and seconded by Irene Conte to adjourn the October 10, 2018 library trustee meeting at 8:10 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

Director's Report