

MINUTES OF THE PEADY INSTITUTE LIBRARY TRUSTEE MEETING

Wednesday, September 12, 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 they any citizen comments brought forth.

Call to Order: The September 12, 2018 trustee meeting was called to order by Chairperson Hagan at 7:05 pm.

Secretary Minutes: A motion was made by Irene Conte and seconded by Donna Hopkins to accept the secretary minutes of the June 13, 2018 trustee minutes as printed. Motion passed unanimously.

Chairperson’s Report: Chairperson Michael Hagan thanked trustees Julie Curtis and Charles Desmond for representing the library trustees at the September 11th remembrance ceremony in front of the Brothers Restaurant. Hagan spoke about Richard Trask’s 2017-18 Archivist Report. Hagan reported that the May 2017 Town Meeting members voted to approve the \$100,000.00 warrant for installation of fire suppression in the archives room for protection of precious items. This still has not been installed. Hagan spoke to the Department of Public Works regarding this not being completed putting items at risk. Hagan suggested if this was not done by the end of October 2018, the library ask the Town Manager to intervene. Trustee Charles Desmond felt we should not wait until the end of October and talked about how libraries like Rio De Janero lost everything by not taking safety measures. Desmond asked that an Ad Hoc committee be formed to assist and facilitate the support needed to insure the suppression system be installed before a tragedy happened. Irene Conte, Julie Curtis and Donna Hopkins asked to be on the ad hoc committee with Desmond as the chair. A motion was made by Julie Curtis and seconded by Charles Desmond to write a letter to Archivist Richard Trask complimenting him on his report. Motion passed unanimously. Chairperson Hagan reported the library would be closed on October 17, 2018 for a employee training day on the following topics: intruder response, fire drill, defibrillator and narcan training. Chairperson Hagan reported our library was the first in the state to require employees wearing panic buttons.

Treasurer’s Reports:

Treasurer Frank Herschede handed out and reported on FY19 department expenditures and presented a July and August investment report for both the Peabody Institute of Danvers and George Peabody Society accounts.

July 2018 Peabody Institute of Danvers

July 2018 George Peabody Society

Beginning Balance	465,036.95	Beginning Balance	107,213.99
Income	840.92	Income	191.07
Expenses	(1,172.12)	Expenses	(270.21)
Change in Value	7,515.62	Change in Value	1,694.80
Ending Balance	472,221.37	Ending Balance	108,829.65
Purchases	(42,914.21)	Purchases	9,894.43
Sales	46,854.90	Sales	10,475.89

Year to Date 1.42%

August 2018 Peabody Institute of Danvers

Beginning Balance	472,221.37
Income	490.38
Change in Value	5,552.04
Ending Balance	478,263.79
Purchases	(485.46)

Year to Date 2.71%

August 2018 George Peabody Society

Beginning Balance	108,829.65
Income	115.39
Change in Value	1,249.60
Ending Balance	110,194.64
Purchases	(114.83)

Year to Date 2.71%

At the end of Treasurer Herschede report a Motion was made by Christi Farrar and seconded by Natalie Luca Fiore to accept both the July and August 2018 treasurer reports. Motion passed unanimously.

Buildings and Grounds Committee Report: Chairperson Frank Herschede gave an update on the security camera, phone and wiring project. The library has been working with the Town IT department to have the library rewired in order to upgrade our phone system and security camera system. Library has met with multiple vendors and are working to find a solution or set of solutions that will allow the library to tackle this project within our budget of \$62,000.00 (from the Town and 20,000.00 from State Aid). The project can begin once a vendor is selected. Library is working on getting vendors to lower quotes. Library is in final talks and hope to begin the rewiring aspect of the project before the end of September in hopes of having whole project done by the end of the calendar year. Director Alexander Lent gave an update on the book drop shed project. Previous discussions revealed that the two metal outdoor book drops needed to be replaced before the start of winter due to their tough shape. The trustees had previously agreed to replace with a small shed, painted the same color of the library, with a mail chute installed on one side. Director Lent feels the solution would be more affordable, more attractive, and easier to maintain. The feeling is the shed would have higher storage capacity which is important when library is closed for long weekends. The DPW has been reached out to the DPW for their thoughts on this. This project is estimated to cost \$2,500.00, and Director Lent would like to fund it through State Aid. Director Lent reported there had been a ceiling collapse on the third floor in July. The floor was immediately closed to both staff and public and the DPW was contacted. After examination, the DPW identified areas where tiles were sagging, and secured all these areas, making it safe to use the third floor and the floor was reopened. The DPW has indicated that they intend to file a capital expense warrant for FY2020 to replace the tiles completely. Julie Curtis asked if the damaged titles had been tested for asbestos.

Lyceum Committee Report: Chairperson Natalie Luca Fiore reported that an upcoming program 'Introduction to Ball Room Dancing' led by Assistant Library Director Jennifer McGeorge would begin on October 2, 2018.

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

Donations: Several donations to the library were received. Virginia Hill, a local artist passed away in the Fall of 2017. Her niece contacted the library saying Ms. Hill wanted one of her paintings to be donated to the library. The Danvers Kiwanis has donated \$1,800.00 to the library for special projects for children. A memorial donation of \$100.00 was received and as part of the annual Danvers Places Show, the Danvers Art Association donated a painting by Dan Murphy valued at \$300.00. After discussing the donations, a motion was made by Frank Herschede and seconded by Donna Hopkins to accept the Kiwanis, Memorial and Danvers Art Association donations. The motion passed unanimously.

Chess Tables: donated by the Danvers Rotary Club. The Forestry and Grounds Division and the Streets Division of the DPW laid the cement pads and installed the tables and chairs. Chess sets, complete with chess pieces, a chess clock, and carrying bag, all donated by Rotary Club, are available for checkout at the main desk. These require a library card and may be borrowed for two hours at a time.

Facilities: The Standing Room has been repainted and new curtains have been installed. The DPW has put together, posted, and accepted a bid for the creation and installation of doors that will match the antique windows between the Standing Room and the Main Lobby. Lent believes the doors will be installed by the end of October. When completed, the Standing Room will be used as a designated quiet area most of the time, and as an art gallery, meeting room, and event space at other times. This will double our event capability. The doors are to be funded out of State Aid at a total cost of \$18,030.00. Lent reported that installation of an art display system in order to use the room as a rotating art gallery without damaging the walls would need to be installed. Estimated cost of \$734.95. We also had an update of the replacement desk project.

2nd Floor Desk: A quote was received to build, deliver and install a replacement desk for the second floor, which total cost of \$2,434.54. Lent feels the desk will significantly improve the second floor. Lent would like to request approval to fund the desk out of State Aid. A motion was made by Julie Curtis and seconded by Irene Conte to fund the desk project through State Aid. Motion passed unanimously. Curtis congratulated Director Lent for his encouragement in using State Funds for many of the projects, pointing out to the best of her knowledge this was the first time a library director did so.

Classroom Project: The library is in early discussions with the DPW about turning Storage B into a multipurpose classroom/meeting room. Lent feels the room has a few things going for it. IT is in good condition, is a good size, is accessible, has drop ceilings, has WIFI connectivity, and has an emergency exit.

Finances: FY2020 Budget – The library is in the very early stages of work for our FY2020 budget, which will likely include requested increases in several key areas. Director Lent would like to establish a Financial Development Task Force to get library ready for yearly fundraising and one-off special project fundraising efforts.

Outreach: Van Project – the DPW has completed alterations to the former school van which is being turned over to the library for use as a mobile library. Once DPW and Town Hall have the plates changed, it should be turned over to us.

Personnel: The library is in the process of hiring two Junior Pages and two Assistant Librarians. We expect the Assistant Librarian and at least one of the Junior Page positions to be filled by the end of September.

Policies: There was an incident with a patron in July in which a staff member did not feel able to press their portable alarm button because it was around their neck and they felt they could not activate it without the patron noticing. The staff member requested that we change our policy to allow the staff to carry their alarm buttons in ways other than just around their neck. After consideration, the library does not recommend making a policy adjustment at this time.

Reporting: Usage is up. Each month in calendar year 2018 has been busier than the corresponding month in calendar year 2017. For the first time in five years, our annual circulation (FY2018) increased over the previous year (FY2017). July 2018 was our busiest circulation month in four years. August 2018 was our all time busiest August.

Strategic Plan: The Strategic Planning process is underway. The committee met in August and will meet monthly until the plan is completed, which we estimate will be around January 2019.

Technology – Chromebook Project: The library has purchased and is awaiting delivery of 10 Chromebooks. These will be available for use by patrons anywhere in the building. This allows us to increase the number of computers we offer to the public from 17 to 27 and simultaneously provide a more flexible technology environment to the public.

Other Business: Chairperson Michael Hagan suggested next months meeting include a tour of the archives area.

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 September 12, 2018 library trustee meeting at 8:25 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary