

## MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MINUTES

Wednesday, December 13, 2017

**Present:** Irene Conte, Julie Curtis, Charles Desmond, Michael Hagan, Frank Herschede, Alex Lent, Natalie Luca Fiore, Jennifer McGeorge

**Absent:** Richard Bettencourt, Wilbur Cobb, Gail Tyrrell

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 December 13, 2017 trustees meeting was called to order at 7:05 pm by Chairperson Michael Hagan.

The Trustees revisited last month's discussion regarding hefty fines collected by the library and having Director Lent speak with Danvers Town Manager Steve Bartha to see if it would be possible for the library to keep one half of money collected as fines, presently the town takes \$18,000.00 in fines. Town Manager Bartha supports the trustee request but Director Lent recommended we keep the present policy. After the discussion Chairperson Hagan suggested we 'table' the idea for six months so we could research how other library's handle distribution of fines.

**Secretary Minutes:** A motion was made by Michael Hagan and seconded by Natalie Luca Fiore to approve the minutes of the November 8, 2017 trustee meeting as printed. Motion passed unanimously.

**Chairpersons Report:** Chairperson Michael Hagan welcomed Alex Lent as the new library director. Hagan added there was no doubt that Jennifer McGeorge, did a commendable job as the acting director and he would like a letter of accommodation written on her behalf. Natalie Luca Fiore, Vice Chair agreed to write this letter. The trustees were informed that Director Lent has previous experience with an active shooter program. The trustees need to start thinking about the Goals and Objectives for 2018. Hagan would like to have 2-3 trustee's on the evaluation committee when Lent's evaluation is done. Lent reported he had a clear plan for the library to grow in the community. He feels there are a lot of rules for loaning out things. He would like to see rules simplified. He would also like to see the library feel more welcome to the public. Would like to move displays to make walking around easier and reorganize to make more user friendly. He encourages the large staff to be involved in library operations and would all the staff to be involved in the upcoming Five Year Plan. Discussions on the Five Year Plan will begin in February 2018. This plan is a requirement of the Massachusetts Board of Libraries. Lent would like to invite a representative from the Library Board to a trustee meeting so we can get their prospective from the beginning. Trustee Charles Desmond asked Lent to elaborate on his visions to make the library more welcoming to the community and Lent replied he would like to identify library and other peer models, have the staff and trustees go on field trips and do walk throughs at other libraries to see what we like/don't like, and set up with community focus groups to recommend ways library users could report what they liked/didn't like about our library.

**Treasurer's Report:** Treasurer Frank Herschede gave a November 2017 report of the two investment accounts:

**Peabody Institute of Danvers, Inc.**

Beginning Balance	\$462,760.31
Income	2,088.10
Change in Value	2,781.89
Ending Balance	467,630.30
Purchases	(2,088.01)
Year To Date	11%

**George Peabody Society, Inc.**

Beginning Balance	\$105,461.58
Income	467.76
Change in Value	659.71
Ending Balance	106,589.05
Purchases	(467.72)
Year to Date	10.85%

The trustees reviewed both the November 2017 trustee report and library budget report. Work on the FY2019 budget is beginning. There are no major changes anticipated but Lent is planning to consolidate our three library materials line items (books, periodicals and audio/visual) into a single line item ("Library Materials") in order to make the budget simpler and more flexible and add a State Aid line item.

Director Lent asked why we had two investments accounts and Treasurer Herschede responded the George Peabody Society account was set up by George Peabody Society funds and expenses were more restrictive and the Peabody Institute funds were used less. Trustee Julie Curtis asked Herschede to research more regarding the two investment accounts. At the end of the report, a motion was made by Julie Curtis and seconded by Irene Conte to accept the November 2017 treasurer report as presented. Motion passed unanimously.

**Building and Grounds Committee Report:**

Director Alex Lent reported in November, it was noticed that the security camera monitor was not displaying and in December it was noticed that the panic button in Storage A had been triggered at an unknown date. As a result on December 7<sup>th</sup>, SOS Security sent a technician to the library, who got the cameras back online (system needed to be rebooted) and reset the panic button. The technician noted that he was unsure whether the cameras were working or being recorded during the time the monitor was not displayed. He also noted that SOS did not have a record of the panic button being pressed, but after resetting it, he tested it and confirmed that SOS is able to receive notifications when our panic buttons are pressed. Since December 7<sup>th</sup>, the camera system has gone off line multiple times. On December 13<sup>th</sup>, SOS was called again and they recommended taking the battery back up out of the system and plugging the camera system directly into the outlet. This worked initially, but by the afternoon the system was once again offline. SOS was contacted again requesting another service call. Leif Rochna, the Town's Building Supervisor was contacted by Lent asking about security camera

systems in other town buildings. Rochna indicated that the Schools are the only other Town buildings with camera systems and indicated they use Lantel, a company based in Norwood. The trustees asked Director Lent and Chairperson Hagan to meet with SOS Security and inform them “enough is enough”, and further to research into overlapping with the school system. Trustee Desmond added he didn’t care if this would cost more we needed to find a company that could give the library the service they needed. The Trustees asked for an update on the bidding for an archive fire suppression system. Director Lent will contact the Department of Public Works for an update. There is still a problem with uneven distribution of the heating system.

The library is opening the unused ticket window for public use as a room for making telephone calls. Currently, patrons needing to use their cell phones are asked to “remove themselves to” one of three entryways or staircases. The ticket window room will provide patrons with a comfortable place to make calls. As part of a town-funded project, the library will soon upgrade its phone system. This project will involve installing new data and electrical jacks in multiple locations throughout the building.

**Director’s Report:** Director Alex Lent reported on several things:

**Personnel Report:** The Town’s annual Service Awards Ceremony was held on November 29<sup>th</sup>. Six library staff members were recognized for their years of service and they were: Richard Trask (45 years), Joan Catanzano (30 years), Karen Veilleux (15 years), and Carol Finkelstein, Sue Kontos, and Linda Saunders (10 years). Assistant Director Jennifer McGeorge and Custodian Dave Olsen (DPW) were each nominated for the Town’s Superior Service Award. Lent held a Leadership Team meeting on Wednesday, December 13<sup>th</sup>. This group consists of Lent, Jennifer McGeorge, Drew Meger, Michelle Deschene-Warren, Jim Riordan, Chris Amorosi and Richard Trask.

**Technology Report:** Chris Siers, Information Technology Coordinator and Jim Riordan, Head of Reference are working together to get a fleet of laptops for public use. Having these laptops will allow the library to offer both group and one-on-one computer classes and better meet public demand for computer workstations. Additionally, these laptops will allow patrons to choose where they want to work in the library, rather than limiting them to a few specific locations.

**Youth Services Report:** Lisa Bucco, Assistant Head of Youth Services has begun to build a bilingual collection of materials in the Children’s Room. The focus of this collection is currently on Spanish/English language picture books and DVD’s. Michelle Deschene-Warren, Head of Youth Services will be introducing 15 classes of 6<sup>th</sup> grade students at HRMS to OverDrive and Libby later this month. This follows previous demonstrations of Hoopla.

**Collections Report:** The library is excited to offer several new magazine subscriptions, starting in and around January.

Director Lent has reached out to several companies for quotes for systems that will allow the library to count the number of people who visit the library each day. Along with circulation, computer usage, and event attendance, the number of visitors to the library is one of the most important metrics to track.

**Adjournment:** Where there was no other business presented, a Motion was made by Irene Conte and seconded to Natalie Luca Fiore to adjourn the December 13, 2017 trustees meeting at 8:40 pm. Motion passes unanimously.

Respectfully submitted,

Julie E. Curtis, Recording Secretary