

**MINUTES OF THE PEABODY INSTITUTE LIBRARY TRUSTEE MEETING**

Wednesday, October 11, 2017

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

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

**Guest:** Jim Riordan, Head of Reference

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

**Call to Order:** The October 11, 2017 trustee meeting was called to order at 7:10 pm by Chairperson Michael Hagan.

Chairperson Hagan introduced Jim Riordan, library Head of Reference. Mr. Riordan gave the trustees an overview of what the reference department does.

**Secretary Minutes:** A motion was made by Natalie Luca Fiore and seconded by Frank Herschede to accept the secretary minutes of the September 13, 2017 trustee meeting as presented. Motion passed unanimously.

**Chairperson Report:** Chairperson Michael Hagan thanked everyone involved from start to finish with the process of former Director Alan Thibeault's departure and the hire of the new director Alex Lent. Mr. Lent has accepted the director position and is expected to start on November 20, 2017. Everyone agreed that Acting Director Jennifer McGeorge did an outstanding job filling in as director. Hagan signed letters on behalf of the trustees congratulating Town Archivist Richard Trask for all the work he does for the Town of Danvers, and good wishes to senior page Marsha Twomey who has resigned. Trustees will be asked to participate in preparing the five-year plan by filling out a form on goals and objective. Our new director will begin this process with us in January of 2018.

**Treasurer Report:** Treasurer Frank Herschede gave a report on both the Peabody Institute of Danvers, Inc. and the George Peabody Society, Inc. investments account:

Peabody Institute of Danvers, Inc.		George Peabody Society, Inc.	
Beginning Balance	\$458,180.22	Beginning Balance	\$103,302.35
Income	947.86	income	211.55
Expense	(15.68)	Change in Value	1,054.13
Change in Value	4,657.52	Ending Value	104,568.03
Ending Balance	463,769.92	Year to Date	8.75%
Year to Date	8.9%		

Trustee Julie Curtis asked what was the purposes of the two investment trusts. Treasurer Herschede responded to assist with anything that beneficial to the library not covered by the town meeting warrant. Any expenditures must be approved by the trustees. Examples were: purchase of new chairs, repair of Peabody Urn, purchase of new desks.

Jennifer McGeorge will be speaking with neighboring libraries regarding how much they charge for rentals. The George Peabody Society annual report is due by November 1, 2017. The libraries CPA Bob Guimond has been in touch with Sue Kontos to assist with this. A motion was made by Julie Curtis and seconded by Charles Desmond to accept the treasurer's report as presented. Motion passed unanimously.

**Building and Grounds Report:** Chairperson Frank Herschede reported the HVAC system continues to be a challenge, often keeping only part of the building cool while other areas hover above 80 degrees. Steve from ATCO discovered that the cooling system had been set to end on October 1<sup>st</sup>, which explained the extreme heat during the first week of this month. He adjusted the air conditioning to run until October 31<sup>st</sup> but will adjust it to heat, if needed. Acting Director Jennifer McGeorge has been speaking with the Danvers Public Works department to have stick on reflective tape put on the children's rooms outside windows. This looks like a mirror and allows library employees to see outside without outsiders seeing in.

**Lyceum Committee Report:** Chairperson Natalie Luca Fiore reported programs are back up and running. A donation was made to Michelle in Youth Services for children's room programs.

**Director's Report:** Acting library director Jennifer McGeorge reported the library had completed its Financial Report and FY2018 application for state aid on October 6, 2017. A no-trespass order was issued to a patron.

**Staff Report:** Junior Page Julie Kee will begin work this week. Her primary duty will be shelving third floor nonfiction, but will also assist in other areas, as needed. The library is in the process of hiring a senior page to manage the library's periodical collection.

**Results from Middle School Orientation:** Orientations and book talks at the Middle School throughout the month of September went exceptionally well, with over 30 new library cards registrations, nearly 60 book checkouts and many new Hoopla (video streaming) accounts.

**Teen Technology Center:** In an effort to make better use of the Teen Tech Center during school-time hours, the library is preparing to offer various staff-led workshops, tutorials, technology drop in sessions, etc., three days a week between the hours of 9:00 am and 1:00 pm.

**Reference Room** is shifting materials to increase study space, which is in high demand. Because the Teen Tech Center is restricted to teens only, its coveted study space has inspired the Reference Department to shift materials to make room for more and larger study tables on the second floor.

**Gordon Room:** Staff from Congressman Moulton's office will be holding a office hours in the Gordon Room from 4-6:00 pm on Wednesday, October 24<sup>th</sup>.

**Book Display Promotions:** After much effort, the library has finally be able to remove the large, under-used museum-sized display case in the lobby. In its place, the DPW helped us move a beautiful old card catalogue that has now become a prime book display location. The library is in the process of preparing a schedule that will allow our display squad of librarians to rotate throughout the building and prepare creative, eye catching displays to promote our collection.

Book Art: Assistant Librarian and Chief Crafter, Jan Kent has been creating art with some of our weeded books and displaying them in the library. Assistant Library Margaret Richter as made some as well.

**Old Business:** The recent library fundraiser, Fall Fling was discussed. Trustee Curtis expressed concern about the number of non-employee (and families) and trustees that attended. Curtis felt taking it to a location outside of the library made it less special and suggested locating it in the library and outside in alternating years. Fundraising Chair Natalie Luca Fiore said Town Manager Steve Bartha has set up a community calendar on the Town Web Page and she would make sure he got any future information.

**Adjournment:** A motion was made by Irene Conte and seconded by Natalie Luca Fiore to adjourn the October 11, 2017 library trustee meeting at 8:25 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary