

MINUTES OF PEABODY INSTITUTE LIBRARY TRUSTEE MINUTES

Wednesday, September 13, 2017

Present: Richard Bettencourt, Irene Conte, Julie Curtis, Michael Hagan, Frank Herschede, Natalie Luca Fiore

Absent: Wilbur Cobb, Charles Desmond, Jennifer McGeorge, Gail Tyrrell

Guests: Neal Waldman and Thomas Standring from the Rotary Club

The Pledge of Allegiance was led by Chairperson Michael Hagan.

Citizen Comments: Neal Waldman and Thomas Standring spoke about donating a picnic table with a chess/checker board built in to the top and a built in seat, that the Rotary Club is willing to donate to the library. They will also donate the chess pieces and checkers. Interested parties will be able to take the checkers and chess pieces out with their library card. The trustees felt placing the table on the front yard by the door would be best. The tables would be mounted so they would be secure. If this proves to be successful they are willing to donate another. After the presentation, a motion was made by Richard Bettencourt and seconded by Irene Conte to write a letter thanking the Rotarians for their gracious donation of a chess/checker board picnic table and a chess set and checker set. Motion passed unanimously.

Call to Order: The September 13, 2017 meeting of the library trustees was called to order at 7:18 pm by Chairperson Michael Hagan.

Secretary Minutes: A motion was made by Natalie Luca Fiore and seconded by Irene Conte to accept the Secretary Minutes of June 14, 2017 as printed. Motion passed unanimously.

Chairperson's Report: Chairperson Michael Hagan gave an update on the search for new library director. The original trustee's on the committee were Irene Conte, Julie Curtis, Charles Desmond, Michael Hagan and Natalie Luca Fiore. Some had to drop off due to time constraints. Kate Green from the Town Hall Human Resources Department and Jennifer McGeorge narrowed it down to six finalists and they were interviewed over two dates by search committee members Julie Curtis, Charles Desmond, Michael Hagan, and Natalie Luca Fiore, who were joined by Kate Green, Jennifer McGeorge and Jim Riordan from the library staff. This committee will recommend the final two candidates and on Wednesday, September 27th, the library trustees will meet in the Archives Room to interview the two finalist candidates. Interviews will be conducted at 6:00+8:00 pm. It is important that trustees be on time and be able to stay for both interviews as a vote to recommend to hiring of a new library director that night. Trustee Julie Curtis and complimented both Michael Hagan and Natalie Luca Fiore for all their work on behalf of the committee. Hagan announced that Acting Director Jennifer McGeorge was absent from tonight's meeting and was enjoying some much earned time off.

Fall Fling library fundraiser: Natalie Luca Fiore reported that tickets for the Saturday, September 22nd fundraiser at the Danversport Yacht Club were now available both on-line or at the library front desk. Checks for the Fall Fling should be made out to the George Peabody Society.

Treasurer's Report: Treasurer Frank Herschede reported the following updates from both the Peabody Institute of Danvers and George Peabody Society Investments:

| June 2017: | Peabody Institute of Danvers | George Peabody Society |
|------------|--------------------------------|--------------------------------|
| | Beginning Balance \$499,679.75 | Beginning Balance \$101,399.16 |
| | Income 1,413.38 | Income 321.12 |
| | Change in Value (130.18) | Change in Value (32.65) |
| | Purchases (1,146.65) | Purchases (261.45) |
| | Ending Balance 450,962.95 | Ending Balance 101,687.63 |
| | Year to Date 5.9% | Year to Date 5.8% |

| July 2017: | Peabody Institute of Danvers | George Peabody Society |
|------------|--------------------------------|--------------------------------|
| | Beginning Balance \$450,962.95 | Beginning Balance \$101,687.63 |
| | Income 763.34 | Income 174.00 |
| | Expenses (1,127.33) | Expenses (254.24) |
| | Change in Value 6,423.30 | Change in Value 1,436.40 |
| | Purchases (551.62) | Purchases (125.88) |
| | Ending Value 457,022.26 | Ending Value 103,043.79 |
| | Year to Date 7.3% | Year to Date 7.2% |

| August 2017: | Peabody Institute of Danvers | George Peabody Society |
|--------------|--------------------------------|--------------------------------|
| | Beginning Balance \$457,022.26 | Beginning Balance \$103,043.79 |
| | Income 541.53 | Income 123.45 |
| | Change in Value 616.43 | Change in Value 135.11 |
| | Purchases (17,448.41) | Purchases (2,190.42) |
| | Ending Balance 458,180.22 | Ending Balance 103,302.35 |
| | Year to Date 7.6% | Year to Date 7.4% |

The following was reviewed: The Trustees Report for 2017 and the Department Budget Report for FY2017. A discussion was held regarding ways to offset printing costs. Over the last several years, the library has found itself "in the red" on the supply line of our budget sometime in early spring. The most costly expenditures are printing supplies. Spending in FY2017 were \$1,825.99 in paper and \$5,802.90 for toner. The library charges patrons for printing (\$.05/black and white, and \$.25/color) and these fees go directly to the trust. During FY2017, the library collected a total of \$4,422.00. The library would like to propose retaining a portion of these collected fees to offset the supply costs. This would enable the library to better manage supply spending and prevent or delay the library from going over budget. Trustee Julie Curtis asked about the wholesale cost of paper and toner and what fund fines collected were in. Curtis asked in all money's collected could be used to offset the cost of paper and toner. It was

decided to 'table' the discussion until the Chair could speak with Acting Library Director Jennifer McGeorge about Curtis questions. A motion was made by Natalie Luca Fiore and seconded by Richard Bettencourt to accept the treasurer report. Motion passed unanimously.

Staff/Services Report:

ARIS – The Annual Report Information Survey for the Massachusetts Board of Library Commissioners was completed in August as part of the library's application for FY2018 State Aid, due October 6, 2017.

Celebrating the Art of Sculpture – The exhibit will run through October 15th. After five years, curator Michael Guadagno has decided to discontinue this event citing the extreme difficulty he had in finding a suitable number of pieces to exhibit this year. This was due in part to a lack of funds to compensate the artists. This year's exhibit was funded partially by a small Cultural Council grant of \$1,000.00 but Mr. Guadagno also shouldered much of the work on his own and has found the project becoming increasingly difficult over the years.

Outreach – As the school year gets underway, Head of Youth Services, Michelle Deschene-Warren resumes her regular visits to the Holten-Richmond Middle School. Michelle will spend three weeks in September collaborating with school librarian Sarah Woo during library orientation where she will provide instruction, conduct book talks, check out PIL books to students and register students for library cards in concert with the American Library Association's Library Card Sign-Up Month.

Staffing – Senior Page Marsha Twomey, who has worked at the library for 28 years has resigned due to health issues. Junior Page Sadie Hoffmeester has resigned as she is leaving for college. Library is interviewing for replacements. Chairperson Hagan suggested the Trustee's send letter of appreciation to Senior Page Twomey.

Passport Fair – The library hosted the U.S. Department of State Bureau of Consular Affairs to offer a Passport Acceptance Program on August 12th. It was a great success where 106 applications were processed in just over four hours. Several participants reported whole process only took 15 minutes. The library plans to host another event later in the fall and possibly train the staff so the library can offer these events regularly as a library service.

Hoopla – The library's new streaming service for movies, music and more got off to a very strong start in August with 91 downloads. The first week of September alone, the library tallied 47 so this appears to be a very popular service with our patrons. Hoopla operates on a "pay for play" schedule, meaning the library pays a fee for each item borrowed. Because of this, it is necessary to set limits on monthly borrowing. Currently, Danvers residents are allowed to download five items per month but that number could be revisited when the library assess the demand as time goes on.

Building and Grounds Report Chairperson Frank Herschede reported that the air conditioning system continued to experience problems through much of the summer, where adjustments that corrected one problem created another. Leif Rochna and Hayden Warren are working closely with ATCO to address these issues. Acting Director Jennifer McGeorge has been in contact with the Danvers Public Works regarding the fire suppression system and they will be advising and assisting with getting this project underway during the fall.

Lyceum Committee Report: Chair Natalie Luca Fiore reported that the 6 week Gentle Yoga Series, which proved to be very successful when originally offered will again be offered starting on September 20th. Luca Fiore also reported the Lyceum Committee made a donation to library children's program for a couple of programs. Luca Fiore also asked Acting Director McGeorge to post programs on the Danvers, MA Facebook Page. A question was asked about the feasibility of the library selling discounted tickets to the Topsfield Fair.

Archives Report: A brief discussion was held on this year's report. We felt once again, Town Archivist Richard Trask did a great job with the report. The Trustees asked Chairperson Hagan to send a letter to Trask thanking him for all he does for the Town.

Adjournment: A motion was made by Natalie Luca Fiore and seconded by Richard Bettencourt to adjourn the September 13, 2017 library trustees meeting at 8:15 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary