

MINUTES OF PEABODY INSTITUTE LIBRARY OF DANVERS TRUSTEES MEETING

Wednesday, October 11, 2023

Present: Noelle Boc, Jessica Cargile, Julie Curtis, Charles Desmond, Natalie Luca Fiore, Michael Hagan, Donna Hopkins, Kenneth Yoon Lee. Cory Ryan

Absent: Irene Conte

Guest: Marie Norris, Public, Angelina Miller, Head of Reference and Information Services, Shilpa Jacobie, Assistant Head of Reference and Information Services.

Call to Order: The October 11, 2023 trustees meeting was called to order at 7:05 pm by Chairperson Natalie Luca Fiore

Pledge of Allegiance: Was led by Chairperson Natalie Luca Fiore

Public Comments: Chairperson Luca Fiore re-introduced guest Marie Norris. Ms. Norris had previously addressed the trustees at the June 14, 2023 meeting. After reading the posted minutes from the June 14, 2023 trustee meeting, Norris felt the minutes did not reflect her comments. After Ms. Norris spoke, a motion was made by Charles Desmond and seconded by Jessica Cargile to amend the June 14, 2023 trustee minutes to better reflect that Marie Norris was speaking about the drag queen make up event that occurred in May and to repost said minutes. Motion passed with one abstention.

Shilpa Jacobie, Assistant Reference and Information Services then spoke about the actual harm she and other staff members felt after receiving hateful comments regarding the drag queen make up event. She added some attendees had commented they were in support of this event. But Ms. Jacobie added receiving the hateful comments made it difficult on the staff. Shilpa added she felt a lack of support. After listening to Ms. Jacobie, Chairperson Natalie Luca Fiore asked to close the public comments.

Approval and Vote on the secretary minutes of the September 13, 2023 trustee meeting: A motion was made by Jessica Cargile and seconded by Kenneth Yoon Lee to accept the minutes of the September 13, 2023 trustees meeting as printed. Motion passed unanimously.

Trustee Reports:

Chairperson’s Report – Chairperson Natalie Luca Fiore reported that a citizen of Danvers, Marjorie Simpson had written a letter to her and Town Manager Steve Bartha complaining about the library trees and her concerns about security because of the trees. The trustees asked Chairperson Luca Fiore to speak with Bartha requesting that he respond to Simpson regarding her complaint

Treasurer’s Report – Treasurer Jessica Cargile reported the following:

Peabody Institute of Danvers, Inc.	August 31-September 29, 2023
Beginning Balance	571,207.67
Deposits	0.00
Income	1,556.51

Withdrawals	0.00
Expenses	0.00
Change in Value	(18,258.49)
Ending Value	554,505.69

Year to Date 2.9%

A motion was made by Michael Hagan and seconded by Kenneth Yoon Lee to accept the treasurer report as presented. Motion passed unanimously.

Director’s Report: Director Noelle Boc reported on several things.

Staff – Due to staff vacancies and our attempts to accommodate schedule requests, we have been very strapped for staffing on Sundays this fall. Unfortunately due to the latest resignation, we will still be short staffed over the last two Sundays in October. If we are not able to fully staff the building, we may have to close on a couple of Sundays, potentially October 22nd and 29th. I will keep the Trustees notified should we not be able to open on these dates. Cory Ryan asked that employee retention and how to improve retention be placed on the agenda for the November agenda. Mike Hagan suggested other towns be contacted for their salary structures. Max McConnell’s last day was September 28th. The position of Assistant Head of Access Services has been posted and we will look to begin interviews during the first week of November.

Building – Mold was discovered growing on several ceiling tiles in the classroom. The tiles have been identified and replaced and an air purifier is running in the space. It’s the Library’s 131st anniversary of the dedication of this building on October 19th. I am planning to have a cake at the Citizen’s Academy event which we are once again participating in, as well as hosting and want to plan on a yearly cake to celebrate the building and share it with patrons.

Everything Else – The library’s financial aid report was compiled by bookkeeper Sue Kontos and Director Boc and submitted to the MBLC. We should be in compliance and be certified by the State to receive our state aid funding. Yetti Frenkel will be prepping the panels to begin work on the Children’s mural the last week of October. Once the panels are installed on the wall, Yetti will begin painting – estimated to begin in November. We plan to document the process as we think it will be of great interest to residents. Director Boc will be on vacation from October 24-31st.

UPCOMING LIBRARY HOURS AND CLOSINGS:

- Thursday, October 12, Opening late at 10 am to accommodate. a staff meeting at 9 am
- Friday and Saturday, November 10+11th for Veterans Day
- Staff Training on November 15th from 9 am to 1 pm. Library will open at 1 pm
- Thursday and Friday, November 23 and 24 for Thanksgiving
- Sunday, Monday + Tuesday, December 24-26 for Christmas
- Monday, January 1 for New Year’s Day

Old Business: Update on the Strategic Plan – Chair Kenneth Yoon Lee reported committee people were getting there. He hoped to have a group meeting in early November. Yoon Lee did not think committee needed to replace Max McConnell on the committee. Yoon Lee hoped to have finished Strategic Plan ready by the first of the year. Jessica Cargile asked could trustees recommend changes once report presented. Chair Natalie Luca Fiore responded not unless something was not in keeping with the overall

vision of the library, we would not be changing the whole document but could ask for small tweaks if needed.

The trustees were reminded to be careful in not breaking the Open Meeting Law when emailing or texting other members of the trustees. Julie Curtis asked if there was an update on the proposed offer of a mill stone donation that was discussed last month. Chair Luca Fiore responded there was none as they were waiting for the new owner to move in.

New Business:

Thomas J. Bond, Jr. 1997 Trust- Chair Natalie Luca Fiore reported that the Library would be receiving a \$100,000.00 donation from the Thomas J. Bond, Jr Trust. Presently we have not received the donation but it is coming and then the trustees will vote to accept the donation.

Social media policy and guidelines discussion – Trustees were handed the Town of Danvers Social Media Policy-Monitoring, Peabody Institute Library of Danvers that Director Boc wrote. Boc informed the trustees that the library follows the Social Media Policy of the Town. A discussion followed. It was suggested that someone from the Town come to one of our meetings to address the policy. Cory Ryan asked what our social media was and how we were handling hateful comments. Boc had explained that the general rule was that staff who posted to social media were then responsible for their posts and should monitor the comments. There was then a discussion on whether or not we could do things like turn off comments, etc. Boc had replied that she had been told no, we could not do things like turn off comments, but she would speak with Jen Breaker, who is responsible for social media for the Town, about what we could and could not do.

Meeting Room Policy – Trustees were handed the meeting Room Policy and Considerations. Boc said that the library is now using the line from the Meeting Room Policy to add to the postings of non-library group meetings that states “use of the Library’s meeting rooms does not imply endorsement by Library Staff, Board of Library Trustees, or Town Officials of the viewpoints presented.”

Michael Hagan and Julie Curtis suggested that trustees receive training on the Open Meeting Law.

A suggestion was made that the library install changing tables.

Adjournment: Where there was no other business presented, a motion was made by Michael Hagan and seconded by Kenneth Yoon Lee to adjourn the October 11, 2023 meeting of the board of library trustees at 8:45 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary