

MINUTES OF PEABODY INSTITUTE LIBRARY OF DANVERS TRUSTEES MEETING

Wednesday, November 8, 2023

Present: Noelle Boc, Jessica Cargile, Irene Conte, Julie Curtis, Charles Desmond, Natalie Luca Fiore, Kenneth Yoon Lee, Cory Ryan

Absent: Michael Hagan, Donna Hopkins

Call to Order: The November 8, 2023 trustees meeting was called to order at 7:00 pm by Chairperson Natalie Luca Fiore

Pledge of Allegiance: Was led by Chairperson Natalie Luca Fiore

Public Comments: There were no public present nor were there any comments brought forth for the trustee's attention.

Approval and Vote on the secretary minutes of the October 11, 2023 trustee meeting: A motion was made by Charles Desmond and seconded by Kenneth Yoon Lee to accept the minutes of the October 11, 2023 trustees meeting as printed. Motion passed unanimously.

Trustee Reports:

Chairperson's Report – Chairperson Natalie Luca Fiore reported she had met with Town Manager Steve Bartha regarding concerns a trustee may have violated the Open Meeting Law. After Chair Luca Fiore explained what had transpired, Bartha informed her that the trustee did not break the Open Meeting Law. Luca Fiore also handed out a copy of the Open Meeting Law and asked trustees to please review it.

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

Peabody Institute of Danvers, Inc.	September 29-October 31, 2023
Beginning Balance	554,505.69
Deposits	0.00
Income	915.47
Withdrawals	0.00
Expenses	(1,397.63)
Change in Value	(10,664.59)
Ending Value	543,358.94

Year to Date .32%

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

Outreach and Partnerships – The Friends of the Library are planning on hosting their Holiday Open House on Saturday, December 9th from 2-4 pm. The Friends are also kickstarting their annual membership drive in November and will be trying out a Texas Roadhouse dine in fund raiser over the

winter. The Danvers Art Association will have their Winter Art Show reception on November 18th from 2-4 pm. The show will run until January 6th. The Society of American Magicians and its local Witch City chapter are coming by on November 14th at 7 pm to do a meet and greet with anyone interested in learning magic.

Building – Excavation of the broken walk in front of the building was finally begun on October 26^h, and concrete was poured for the main part of it on November 2nd. Access still has been available to the building from the ramp at the front. We expect work to be finished very soon. There was another leak in one of the second floor bathrooms in the ceiling as a result from issues with the HVAC system.

Staff – The library is currently interviewing for the Assistant Head of Access Services position and hope to have someone in place by early December. We had a very strong pool of over a dozen candidates. The two part time Assistant Librarian positions are posted and we hope to begin interviewing for these shortly.

Everything Else – The Town's finance director has distributed the budget memo for FY2025. Due to a large number of budget drivers, the town's budget is not rosy. Departments have been directed to submit a level-funded budget. Capital projects that are not pressing will likely be placed on hold. Departments have been told to consider what cuts could be made to their budgets if it becomes necessary. The initial meeting to discuss the library's budget with the Town Manager and the Finance Director will occur on December 14th and the 1st pass at talking about the budget will be discussed then.

Old Business:

Update on the Strategic Plan - Kenneth Yoon Lee, Chair of the Strategic Planning Committee reported that the report was very close to be finished. He expects to present a report at the December meeting for a vote by the Trustees. Trustee Charles Desmond asked if the Trustees would be able to review the report before the meeting and our vote. We were informed the report could be sent out in the packet sent out one week before the December meeting.

Update on Social Media - Trustee Julie Curtis asked for an update on our Facebook Media Account. Director Boc responded she had spoken with Jen Breaker who informed her the library cannot shut off comments as people had right to make comments. Boc is working with the staff to make sure they understood what they could and could not do regarding posts on Facebook page.

New Business:

Discussion on whether to adopt the Library Bill of Rights – The library trustees reviewed the Library Bill of Rights. After reviewing this, a motion was made by Charles Desmond and seconded by Kenneth Yoon Lee for the Library Board of Trustees to officially adopt the Library Bill of Rights as written. Motion passed unanimously.

Trustee Irene Conte asked about money donated from the Bond estate and if there were any stipulations on how it was used. Director Boc responded. There were none.

Trustee Charles Desmond suggested the trustees started thinking about having a fundraiser. Boc responding Chairperson Natalie Luca Fiore and she had already talked about this.

The trustees reviewed the FY2024 department report. Boc informed us the library was half way tough budget expenditures and it was suggested we spend our whole budget allotment.

Director Boc spoke about the Massachusetts Legislature Bill HD.4399 which is basically trying to prevent book banning.

Adjournment: Where there was no other business presented, a motion was made by Charles Desmond and seconded by Kenneth Yoon Lee to adjournment the November 8, 2023 meeting Board of Library Trustees at 8:05 pm.

Respectfully submitted,

Julie E. Curtis
Recording Secretary