

MINUTES OF THE PEABODY INSTITUTE LIBRARY OF DANVERS MEETING

Wednesday, February 14, 2024

Present: Noelle Boc, Jessica Cargile, Irene Conte, Julie Curtis, Charles Desmond, Michael Hagan, Donna Hopkins, Kenneth Yoon Lee, Cory Ryan

Absent: Natalie Luca Fiore

Call to Order: The February 14, 2024 trustee meeting was called to order by Vice Chairperson Donna Hopkins at 7:00 pm.

The Pledge of Allegiance was led by Vice Chairperson Donna Hopkins.

Public Comments: There were no public attending the meeting nor were there any public comments submitted for trustee review.

Approval of the Minutes of the January 10, 2024 trustee meeting: Vice Treasurer Donna Hopkins advised us there was a mistake in the January 10, 2024 minutes. She was referred to as Assistant Treasurer instead of Vice Chair. After the mistake was noted, a motion was made by Kenneth Yoon Lee and seconded by Irene Conte to accept the minutes of the January 10, 2024 trustee meeting with change noted. Motion passed unanimously.

Trustee Reports:

Chairperson’s Report – Because of Chairperson Natalie Luca Fiore’s absence, there was no chairperson’s report available.

Treasurer’s Report –

Peabody Institute of Danvers, Inc.	January 1 – January 31, 2024
Beginning Balance	593,752.57
Deposits	-0-
Income	823.65
Withdrawals	(10,000.00)
Expenses	(1,476.25)
Change in Value	2,695.68
Ending Balance	585,795.65

Year to Date 0.36%

After the presentation of the treasurer’s report, a motion was made by Jessica Cargile and seconded by Kenneth Yoon Lee to accept the treasurer’s report as presented. Motion passed unanimously.

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

Budget – The Town Manager and Finance Director has informed her that there would be a \$10,000 cut to the library’s budget to help compensate for the budget shortfall in town. This cut will not affect our

state certification requirements. The materials budget is in good shape. The Select Board Review is scheduled for March 16th starting at 9:00 am. Director Boc led a discussion on the library budget

Staff – After receiving feedback about our staff training sessions and dates, we’ve decided to have quarterly full day staff trainings, with different morning and afternoon sessions. The library will close for the day and all full time staff will be expected to attend. This resolves some equity issues where not all full time staff were attending all trainings due to staggered schedules. A survey was distributed to staff to vote on what topics they would find most valuable under the broader topics of Safety, Service, and Interpersonal Relations. Jen McGeorge and Boc are now looking at potential dates for the first training day.

Everything Else – The Children’s department is hosting a Meet and Greet reception for the muralist Yetti Frankel as a thank you to her and to all the mural sponsors and models on February 22nd at 6:00 pm. The Friends of the Library are providing refreshments. If the public wants to help defray costs of children’s room projects, they can donate to the Special Children’s Fund.

Old Business:

Budget update - Director Noelle Boc led a discussion on the library budget.

Boc will check on the applications for the bookkeeper tomorrow.

New Business:

Jessica Cargile suggested library tabling at spring school events

Irene Conte suggested we honor the Bond Family for their generous bequest to the Library.

Adjournment: Where there was no other business presented, a motion was made by Jessica Cargile and seconded by Kenneth Yoon Lee to adjourn the February 14, 2024 meeting of the Board of Library Trustees at 7:50 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary