

MINUTES OF THE PEABODY INSTITUTE LIBRARY OF DANVERS TRUSTEE MEETING

Wednesday, March 15, 2024

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

Absent: Donna Hopkins, Cory Ryan

Call to Order: The March 15, 2024 trustee meeting was called to order by Chair Natalie Luca Fiore at 7:02 pm.

The **Pledge of Allegiance** was led by Chairperson Natalie Luca Fiore.

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 February 14, 2024 trustee meeting: A motion was made by Charles Desmond and seconded by Kenneth Yoon Lee to accept the minutes of the February 14, 2024 trustee meeting as printed. Motion passed unanimously.

Trustee Reports:

Chairperson Report – Chair Natalie Luca Fiore reported anything she wanted to report would be covered with the Director Report.

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

Peabody Institute of Danvers, Inc.	February 1 – February 29, 2024
Beginning Balance	585,795.65
Deposits	0.00
Income	1,093.83
Withdrawals	0.00
Expenses	0.00
Change in Value	8,405.43
Ending Balance	595,294.91

Year to Date 1.98%

After the presentation of the treasurer’s report, a motion was made by Julie Curtis and seconded by Charles Desmond to accept the treasurer’s report as presented. The motion passed unanimously.

Director’s Report: Director Noelle Boc reported on the following things:

Budget – The Select Board review is scheduled for March 16th at 9:30 in the Town Hall Toomey Room. A question was asked what the proposed budget cut would have on library operations. Director Boc responded the cuts would come out of the materials budget and would not affect employees or anything else.

Staff – Gini Brown has been hired as our new bookkeeper. She will be starting on March 18th to begin training with Sue Kontos, She will also attend the budget meeting on March 16th. Sue Kontos's last day will be March 2th.

Everything Else – The mural reception went very well, with 50 people in attendance. Thanks to the Friends of the Library for providing refreshments and to everyone who came. There will be a memorial dedication for the LEGO Cardinal for Lisa Bucco on March 19th.

Old Business:

Status of the Archives – A discussion was held with Town Archives Director Richard Trask. Referred to Town Human Resources who will be handling this.

New Business:

Director's Review – Chair Natalie Luca Fiore and Vice Chair Donna Hopkins filled out Director Noelle Boc's review. They then met with Director Boc to go over her review. Trustees reviewed and discussed said review. Charles Desmond raised a concern that the matter of the archives was not discussed in the evaluation. After discussing the director's evaluation and Desmond's concern, a motion was made by Irene Conte and seconded by Kenneth Yoon Lee to accept the director's review. Motion passed unanimously.

Director Noelle Boc informed us that our teen librarian Jenny Santomauro had received a note from the Danvers High School librarian saying how advantageous it was working with her.

Code of Conduct – Director Boc handed out the Code of Conduct for Town of Danvers Boards and Committees and asked that the Trustees vote to approve it. Before a motion to approve it was made, a motion was made by Michael Hagan to form a sub committee to look over the document before we voted to approve it. Because no one seconded the motion, Hagan's motion did not carry. Then the trustees asked if this was the document used by other town committees, should we not also use it. The committee then asked Director Boc to check with Town Manager Steve Bartha to see if this should be used as is.

Adjournment: Where there was no other business presented, a motion was made by Charles Desmond and seconded by Kenneth Yoon Lee to adjourn the March 13, 2024 meeting of the Board of Library Trustees at 8:30 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

