

**MINUTES OF THE PEABODY INSTITUTE LIBRARY OF DANVERS MEETING**

Wednesday, October 9, 2024

**Present:** Noelle Boc, Jessica Cargile, Julie Curtis, Natalie Luca Fiore, Michael Hagan, Donna Hopkins, Cory Ryan

**Absent:** Irene Conte, Charles Desmond, Kenneth Yoon Lee

**Guest:** David Elzey, Anna McDonagh

**Call to Order:** The October 9, 2024 trustee meeting was called to order at 7:00 by Chairperson Donna Hopkins.

**Pledge of Allegiance:** was led by Chairperson Donna Hopkins.

**Public Comments:** There were no public comments made.

**Vote to approve the minutes of the September 11, 2024 meeting:** A motion was made by Cory Ryan and seconded by Natalie Luca Fiore to approve the meeting minutes of the September 11, 2024 as printed. Motion passed unanimously.

**Trustee Report:**

Chairperson Report – Chairperson Donna Hopkins informed us she would wait to present her report until after new business.

Treasurer Report – Treasurer Natalie Luca Fiore reported the following:

Peabody Institute of Danvers, Inc.	July 31 – August 30, 2024
Beginning Balance	624,129.12
Deposits	0-0
Income	942.25
Withdrawals	0-0
Expenses	0-0
Change in Value	11,627.26
Ending Value	636,698.63

Year to Date Up 10.52%

After the presentation of the July 31-August 30, 2024 treasurer’s report, a motion was made by Julie Curtis and seconded by Michael Hagan to accept the treasurer’s report as presented. Motion passed unanimously.

Peabody Institute of Danvers, Inc.

August 30 – September 30, 2024

Beginning Balance	636,698.63
Deposits	-0-
Income	1,742.78
Withdrawals	5,000.00
Expenses	0-0
Change in Value	7,978.66
Ending Balance	641,420.07

This Quarter Up 4.92%      Year to Date 12.21%

At the end of the presentation of the August 20-September 30, 2024 treasurer report, a motion was made by Michael Hagan and seconded by Cory Ryan to accept the August 30, 2024 treasurers report as presented. Motion passed unanimously.

Directors Report – Director Noelle Boc reported on several things.

Staff – Director Boc and Human Resources Director Philippe Hyppolite, interviewed seven candidates for the two open part time assistant librarian positions. Boc offered to Shannon Phelan and Jill Badin. They will be starting on October 28<sup>th</sup> and 29<sup>th</sup> respectively.

Outreach and Programs – Amy Martin, Head of Children’s went to the motels with Emergency Assistance Families and presented story times. She will be making this a regular part of her programming and outreach.

Everything Else- Director Boc met with Town Manager Steve Bartha regarding an issue with building lighting. Bartha responded he will try and facilitate fixing.

**Old Business:**

Library property ownership. A brief history was recounted. According to a deed established in 1857, the Trustees, not the Town owned the building and the grounds. In 1867, the Town went ahead and transferred the deed to the Trustees. When the library was seeking federal funding to build a new library wing in 1976, it was ruled because the library building and grounds were privately owned, they could not receive the federal funding. As such, according to the October 21, 1976 meeting secretary minutes, a motion passed unanimously to have the Town Counsel prepare a draft copy of a deed transferring the land and buildings over to the Town of Danvers to secure the federal government funding.

State ethics test – Chairperson Donna Hopkins informed the trustees that all of us should be taking the Ethics Test every two years. Julie Curtis gave Director Boc the certification that she had just taken the test and passed it. Curtis also informed us that the Secretary of State’s website had a link to take the test and listed the date it was require

**New Business:**

Succession planning for officers – Chairperson Hpkins asked all the officers to keep a notebook with at least one year of information in it so that when a trustee took over the position they would be able to immediately step in.

Programming Policy – Director Boc is in the process of drafting guidelines for what types of programming the library will have and who should be responsible for deciding the types of programming.

**Adjournment:** Where there was no other business presented, a motion was made by Jessica Cargile and seconded by Natalie Luca Fiore to adjourn the October 9, 2024 meeting of the Board of Library Trustees at 7:30 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis  
Recording Secretary.