

MINUTES OF THE PEABODY INSTITUTE LIBRARY OF DANVERS MEETING

Wednesday, September 11, 2024

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

Absent: Charles Desmond

Guest: David Elzey

Call to Order: The September 11, 2024 trustee meeting was called to order by Chairperson Donna Hopkins. There was a moment of reflection offered for September 11.

Pledge of Allegiance: was led by Chairperson Donna Hopkins.

Public Comments: There were no public comments made.

Vote to approve the minutes of the June 12, 2024 meeting: A motion was made by Kenneth Yoon Lee and seconded by Michael Hagan to approve the meeting minutes of the June 12, 2024 as printed. Motion passed unanimously.

Trustee Report:

Treasurer Report – Treasurer Natalie Luca Fiore reported the following:

Peabody Institute of Danvers, Inc.	June 28 – July 31, 2024
Beginning Balance	619,053.99
Deposits	-0-
Income	1,124.08
Withdrawals	3,000.00
Expenses	1,556.07
Change in Value	8,507.12
Ending Value	624,129.12

Year to Date 8.34%

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

Directors Report – Director Noelle Boc reported on several things.

Incidents – There was a discussion regarding two incidents that transpired over the summer. A child wrote numerous racist terms in a children’s book and then left the book outside in the garden. It was found by a patron and returned, and they pointed out the words. The incident was reported to Jasmine Ramone, the Director of Equity and Inclusion. The patron who found the book also decided to report the incident as a possible hate crime to the police. Also two teens reported to Director Boc with a parent that they felt like they were being filmed outside by a male stranger and it made them uncomfortable.

Boc asked them to come directly into the library if they ever felt threatened and report it to any staff member at a desk.

Staff had a full day training on August 21st that included discussing our wayfinding signage project, watching a webinar on Trauma-Informed Services, and then ended with a training on communication with the Deaf and Hard of Hearing population with Tom Boudrow from New England Homes for the Deaf. Tom also taught us several library-focused terms in American Sign Language. There are issues on the new accounting system.

Old Business:

Filming of and location of future meetings - It was brought up that the library trustees was the only town board that doesn't hold televised meetings. To make us the same with the other town boards, starting October 9, 2024, trustee meetings will be held at the Danvers Community Access TV studio.

Review of the Tuition Reimbursement policy for MLS Courses. Presently the Board of Library Trustees maintains an Education to be used to assist staff, employed by the Library, who are enrolled in a Masters of Library Science degree program that is accredited by the American Library Association. Among the criteria to receive this stipend is that the account may reimburse 50% of the tuition costs if the applicant achieves a grade of C or better, and that staff may only apply for reimbursement twice a year with a cap of \$10,000 per year. In order to finish their degree in a timely manner, the employee taking advantage of this policy is taking courses more than twice a year and is looking for tuition reimbursement for these courses also. After a lengthy discussion, a motion was made by Donna Hopkins and seconded by Cory Ryan to temporary change "staff may only apply for tuition reimbursement no more than twice per year" to four courses a year. The motion passed with one no vote by Natalie Luca Fiore. Chairperson Hopkins then asked for an ad hoc committee be formed to rewrite the Tuition Reimbursement policy. Hopkins asked for volunteers to serve with her on this committee and the following trustees agreed to serve: Julie Curtis, Jessica Cargile, and Cory Ryan. Chair Hopkins will also reach out to trustee Charles Desmond who was absent from tonight's meeting to invite him to also serve on this committee.

Mike Hagan revisited who had jurisdiction over ownership the library building and property surrounding it. Hagan referenced MGL 78, Article 12 which addresses the powers and duties of a library's board of trustees. Further, Section 11: Board of Trustees: powers and duties states the board shall have the custody and management of the library and reading room and of all property owned by the town relating thereto. Hagan requested Chair Hopkins speak to Town Hall and clarify who owns the library building and property,

New Business:

Roles and Responsibilities of the Trustees and Training - Chairperson Donna Hopkins asked Trustees to review The Trustee Pocket Guide published by the Massachusetts Board of Library Commissioners specifically the section on Duties and Responsibilities. She would also like to see the trustees take advantage of educational programs offered so we can gain better skills as trustees. Director Boc handed out a flyer from the Massachusetts Libraries Board of Library Commissioners listing their 2025 legislative agenda.

Adjournment: Where there was no other business presented, a motion was made by Natalie Luca Fiore and seconded by Kenneth Yoon Lee to adjourn the September 11, 2024 meeting of the Board of Library Trustees at 8:20 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary.