

MINUTES OF PEABODY INSTITUTE BOARD OF LIBRARY TRUSTEES MEETING

Wednesday, December 11, 2024 -DCAT building

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

Absent: Charles Desmond, Natalie Luca Fiore

Call to Order: The December 11, 2024 meeting of the library trustees was called to order by Chairperson Donna Hopkins at 7:02 pm.

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

Public Comments: There were no public comments offered for consideration no were there any public attending.

Vote to approve the minutes of the November 13, 2024 meeting: A motion was made by Kenneth Yoon Lee and seconded by Irene Conte to approve the minutes of the November 13, 2024 meeting as presented. Motion passed unanimously.

Trusstee Reports:

Chairperson's Report – Chair Donna Hopkins reported that her business would be reported under old business.

Treasurer's Report – Treasurer Jessica Cargile will forward a treasurer's report to recording secretary Julie Curtis soon. Cargile did forward the following report:

| | |
|-------------------|------------|
| Beginning Balance | 626,926.75 |
| Deposits | -0- |
| Income | 1,060.73 |
| Withdrawals | -0- |
| Expenses | -0- |
| Change in Value | 16,402.54 |
| Ending Balance | 644,390.02 |

Year to Date: 12,73%

Director's Report: Director Noelle Boc reported the following.

Budget - Boc met with Rodney Conley, Interim Town Manager/Finance Director, about the budget on Thursday, December 5, 2024. There is a small increase in all of our costs from NOBLE, which includes our membership, tech support, and e-resources. All other budget increases are for salaries. She also reported that the Massachusetts Board of Library Commissioners requires an annual increase in our Municipal Appropriation Requirement for us to receive our full state allotment. This was a smooth process and there were no questions in regards to funding the budget at the needed levels. State Aid to our library has been approved in the amount of \$36,866.94. We have received the first installment and should receive the second installment in the spring. We received a 14% increase in state aid.

Staff - Jan Kent has resigned as a page and Jeff Spencer, our Assistant Head of Access Services has decided to transfer over to the Department of Public Works. His last day at the Library is December 21st.

Old Business:

Tuition Reimbursement/Scholarship Policy- It was decided that to table this discussion until after the new year.

New Business:

Amendment to Collection Development Policy/Vote – this amendment was included in packet sent to trustees. Director Boc asked the trustees to review the new policy and reach out to her with any questions before the meeting. After a discussion, a motion was made by Julie Curtis and seconded by Jessica Cargile to approve the new policy. Motion passed unanimously.

Programming Policy Draft for Review – a discussion was held regarding this new policy. Director Boc was asked to rewrite the following under nature of programs – description for programs and CORI checks on presenters of children’s programs. Boc agreed to do so. Boc will ask the staff to assist with fine tuning the policy and will represent at a later meeting.

Library Union – Trustee Mike Hagan asked for a copy of the new AFSCME agreement representing some of the employees. Boc presented him with it. A brief discussion was held regarding the negotiations.

Adjournment: Where there was no other business presented, a motion was made by Irene Conte and seconded by Kenneth Yoon Lee to adjourn the December 11, 2024 meeting of the Board of Library Trustees at 7:46 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary
