

MINUTES OF THE PEABODY INSTITUTE BOARD OF LIBRARY TRUSTEES MEETING

February 12, 2025 - DCAT Building

Present: Noelle Boc, Donna Hopkins, Jessica Cargile, Charles Desmond, Natalia Luca Fiore, D. Michael Hagan, Cory Ryan

Guests: David Elzey, Noah Leavitt

Call to Order: The February 12, 2025 meeting of the library trustees was called to order by Chairperson Donna Hopkins at 7:05 pm.

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

Public Comments: There were no public comments either made nor submitted for trustee consideration.

Vote to approve the secretary minutes of the January 8th, 2025 meeting: A motion was made by Natalie Luca Fiore and seconded by Jessica Cargile to approve the minutes of the January 8th, 2025 meeting as presented. Motion passed unanimously.

Trustee Reports:

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

Treasurer's Report - Treasurer Natalie Luca Fiore reported the following:

Peabody Institute of Danvers, Inc.	November 29 - December
31, 2024	
Beginning Balance 644,390.02	
Deposits -0-	
Income 4048.47	
Withdrawals -0-	
Expenses -0-	
Change in Value (17,345.95)	
Ending Value 631,092.55	

After the presentation of the November 29 to December 31, 2024 treasurer report, a motion was made by Cory Ryan and seconded by Jessica Cargile to accept the treasurer report as presented. Motion passed unanimously.

Peabody Institute of Danvers, Inc.	December 31, 2024 -
January 31, 2025	
Beginning Balance 631,092.55	
Deposits -0-	
Income 93.92	
Withdrawals -0-	
Expenses 1556.10	
Change in Value 10,908.66+	
Ending Value 640,539.03	

After the presentation of the December 31, 2024 to January 21, 2025 treasurer report, a motion was made by Charles Desmond and seconded by Mike Hagan to accept the treasurer report as presented. Motion passed unanimously.

Director's Report: Director Boc reported on several things:

Building - Lighting throughout the library is mainly fixed.

Budget - The town budget is still to be determined. Information has been passed along that this will be a tight budget year. The director remains optimistic that the library won't be asked to make cuts. If they are asked to make cuts, the director is confident that the library will be able to tap alternative funding sources to make up the difference.

Staff - The Head of Teen Services is moving over to the Head of Technical Services position. The Head of Teen Services job will soon be posted internally. Staff have completed two training sessions over the past month.

Outreach and Programs - The recent Danvers Art Association reception was the most well-attended of all such events so far. There are a number of events with award-winning and bestselling authors coming up in March. The Friends of the Library will be presenting Music from the Black South on February 22nd as part of Black History Month celebrations. Charles Desmond commended the Friends for this bit of programming. The Children's Department will be hosting Northeast Arc for Early Intervention Screenings.

Everything Else - The Children's Librarian has been pulling data which suggests that circulation is up and kids in Danvers are reading more than ever before. The Director is working with a company that will help with planning and acquisition of new furniture. Trustees Ken Lee and Julie Curtis attended the Legislative Breakfast on 02/07. The Seed Library is getting sorted and ready for spring. The director updated the trustees on the library's inclement weather policy. Trustee Michael Hagan asked the Director about any recent security technology upgrades. The Director states that the town recently switched the library's security system to a new company, and that the camera and software utilized throughout the library have been upgraded. Panic buttons held by library staff are all still working, batteries have been changed, etc. Wayfinding signage improvements are still forthcoming.

Old Business:

Tuition Reimbursement/Scholarship Subcommittee Report and Policy – Chair of the subcommittee Donna Hopkins tabled this discussion for another month. The proposed scholarship application as well as terms and conditions document will be circulated before the next meeting of the Trustees.

New Business:

The Treasurer stated that the Trustees tax filings have been completed. She notes that the tax preparation is arduous when the Treasurer position is frequently rotating and that it would be desirable if there was more long-term continuity of roles.

Chairperson Hopkins provided an investments update. She states that she has been in conversation with Cornerstone about shifting our investments to reflect a more long-term endowment strategy. Cornerstone reports that they cannot make any changes until the Trustees establish an Investments Committee, and that committee updates the Bylaws and Operating Procedures document. This document was procured for the Chairperson by the Library Director, but it is outdated. Trustees Ken Lee, Donna Hopkins, and Jessica Cargile will form a small subcommittee to look at how to officially re-form the Investment Committee so that this document can be updated and Cornerstone can begin making suggestions for how to improve our investment strategy. Trustee Charles Desmond suggested the subcommittee be sure to consider terms of office for those serving on the Investment Committee.

Adjournment:

Where there was no other business presented, a motion was made by Natalie Luca Fiore and seconded by Jessica Cargile to adjourn the February 12, 2025 meeting of the Board of Library Trustees. Motion passed unanimously.

Respectfully submitted,

Cory K Ryan
Substituting for Recording Secretary Julie Curtis