

MINUTES OF THE PEABODY INSTITUTE BOARD OF LIBRARY TRUSTEES MEETING

Wednesday, April 9, 2025 – DCAT Building

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

Absent: Noelle Boc, Charles Desmond

Call to Order: The April 9, 2025 board of library trustees was called to order by Chairperson Donna Hopkins at 7:05 pm.

Pledge of Allegiance: Was led by Chairperson Donna Hopkins

Public Comments: There were no public present nor were there any public comments submitted for trustee consideration.

Vote to approve the minutes of the March 12, 2025: A motion was made by Cory Ryan and seconded by Kenneth Yoon Lee to approve the minutes of March 12, 2025 trustee meeting as presented. Motion passed with Natalie Luca Fiore abstaining.

Trustee Reports:

Chair's Report – Chairperson Donna Hopkins will report her information in old business.

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

Peabody institute of Danvers, Inc.	January-February 2025
Beginning Balance	631,092.55
Deposits	1,089.61
Withdrawals	5,000.00
Expenses	-0-
Change in Value	3,214.29
Ending Value	639,842.93

A motion was made by Jessica Cargile and seconded by Cory Ryan to approve the treasurer's report as presented. Motion passed unanimously.

Treasurer Luca Fiore informed us she had not received a treasurer's report since the January-February one and will be requesting new treasurer receive them sooner.

Director's Report: In Director Boc's absence Assistant Director Jennifer McGeorge presented the following dlrector's report.

Building Safety – Director Boc met with Police Chief Lovell in regards to safety and signage in the library. He didn't believe there was any need for more signage than was already being planned. We discussed just making sure spaces had at least one sign at the entrance to the space to say what it is. Chief Lovell wanted to remind the Trustees that the police have the ability to access the library security cameras from that station, and in the case of a shooting or lockdown situation would be able to see for themselves what was happening and where people were. The Chief feels that with panic buttons and security cameras, further safety measures at the Library are not currently necessary.

On March 25th, Boc met with Fire Prevention Officer Brandan Lamson to do a walkthrough of the library and suggested any measures they felt would be improved upon for safety in the building. We noted that all public areas of the building have at least three exits out, with the exception of the Archives, which has two. In general, the officers felt that the building was in good shape for signage and exits in case of emergency.

Upon touring the building, we did find that there were four fire extinguishers that may need to be replaced, and for maximum safety we may need four additional lighted exit signs. The Department of Public Works has been notified of the issues and will be working to take care of them. Boc has hung up temporary paper exit signs until the lighted exit signs can be installed. There is not a current timeline on this. Michael Hagan offered safety issues were an long on-going issue with the trustees and library director and needed to happen. He is asking that the non-enforcement on panic buttons be placed on the agenda for the June meeting.

Budget – the library budget was successfully presented to the Select Board on Saturday, March 15th. Thank you to Cory Ryan and Julie Curtis for attending this meeting. The next budget presentation is with the Finance Committee the week of April 14th. The library has received the second half of our State Aid allotment, which is \$37,205.95. This is a 14% increase in our state aid allotment.

Programs and Outreach – The Friends of the Library are moving forward with several programs in the upcoming months, including one held at the Endicott Park and sponsoring a children's concert at the Summer Concert Series. The Friends have added the Harvard Museums to their museum pass program. They are also looking at adding the Trustees of the Reservation pass as well this summer. The Friends annual book sale will be from June 10th through 14th, with book donations accepted the week of June 2nd. The Library will be taking part in Massachusetts Space Week the week of April 21st. We will have two different intergenerational programs with Astronomer Sid.

The Children's Department is working with the American Society of Magicians to provide both a magic show and magic workshop for kids on April 24th. The New England Home for the Deaf came for their 1st ever visit at the Library in March. Four residents with a couple of aides came to check out materials and look around. They plan to come monthly and hope to increase the number of residents who come. Our grant for the Deaf and Hard of Hearing this year is

focused on programming. The Children's department has been holding sign language story times once a month. We have booked three events so far that will have ASL interpreters.

Policy – With the input of Jillian Parsons and Drew Meger, we created a policy for what gets posted on our Community Board for the Board's review. We frequently get requests for flyers to be posted that span a wide range of towns, organizations, and activities, and want to make sure we are being consistent in our practices. Boc included a draft of the Community Bulletin Board Policy and asked the trustees to review it for the June meeting.

Now that the use of the Standing Room as an art space has gotten so popular, it is time to develop a policy around the use of the space and how we book the art shows. Boc is receiving multiple inquiries about the space from various artists and art groups.

Staff – Chelsey Sheppard has been hired as the new Head of Teen Services. She will transition to her new position from the Assistant of Head of Children's at the beginning of May. We hired Megan Berger as our new first floor page. She will be replacing Jan Kent, who retired from the position recently, and will be starting later in April. The Full Time Assistant Librarian position will be posted in April along with a 10 hour per week part time Assistant Librarian position. The Assistant Head of Children's position will be posted later in April.

Director Boc will be attending the Massachusetts Library Association conference in Falmouth on May 19th and 20th.

Old Business:

Scholarship Policy – The application for the policy is tabled until the May meeting.

Investment Committee Bylaws – Will be sent out..

New Business:

Exiting Trustee Natalie Luca Fiore addressed the board. She spoke about employees not wearing their panic buttons. She offered that the policy needed to be either enforced or discontinued. Michael Hagan added safety issues were on going with the director and trustees and needed to be rectified. He asked that the non-enforcement policy on panic buttons be placed on the agenda for the June meeting. Luca Fiore also discussed pursuing improvements in the Archives and the amount of trustee absences from meetings and whether or not there should be a policy around this topic.

Director Boc would like to see monies from the Thomas Bond bequest be used to purchase updated furniture.

Flag Disposal Box proposal - Director of Veterans Services Kelley Rayos-Teixeira asked about the library receiving a flag disposal box. We will reach out to her regarding more information on this.

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 April 9, 2025 meeting of the library trustees at 7:31 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary