

MINUTES OF THE PEABODY INSTITUTE BOARD OF LIBRARY TRUSTEES

Wednesday, January 14, 2026 – DCAT Building

Present: Noelle Boc, Jessica Cargile, Julie Curtis, Charles Desmond, Michael Hagan, Donna Hopkins, Noah Leavitt, Kenneth Yoon Lee, Cory Ryan

Absent: Irene Conte

Guest: Johann Hunter, Chair of the Danvers Human Rights and Inclusion Co

Call to Order: The January 14, 2026 meeting of the library trustees was called to order by Chairperson Donna Hopkins at 7:00 pm.

Pledge of Allegiance: Was led by Chairperson Donna Hopkins

Public Comments: There was no public present nor were there any public comments received for our review.

Vote to approve the minutes of the December 10, 2025 meeting: A motion was made to table the minutes of the December 10, 2025 meeting until the February 11, 2026 meeting. An amendment to the minutes will be presented at the February meeting for discussion and approval.

Trustee Reports:

Chairperson's Report – Chairperson Donna Hopkins reported that meetings are continuing between the town, library director, trustees chair and union in an effort to clarify roles and responsibilities for the trustees, library, and town.

Treasurer's Report – Treasurer Cory Ryan reported the following:

December 2025 report	
Beginning Balance	\$713,391.71
Deposits	0.00
Income	5,290.88
Withdrawals	0.00
Expenses	0.00
Change in Value	(3,490.22)
Ending Balance	715,192.37

Treasurer Ryan will be speaking to Raymond James regarding some numbers that did not balance and she wants clarification on how to better understand the statements.

At the end of the treasurer's report, a motion was made by Noah Leavitt and seconded by Kenneth Yoon Lee to approve the January 14, 2026 treasurer's report as presented. Motion passed unanimously.

Friends of the Library Update – Director Boc reported the Friends of the Library have asked her to create a retrospective chart showing use of museum passes for the last five years. Boc asked trustees to email Noah Leavitt and her any museum passes they would like to be added so a master list could be created. The recent membership drive was successful with 107 members added with 30 being brand new. The “Friends” have agreed to fund a bookcase and bulletin board for use in the Recovery Corner.

Director’s Report: Director Noelle Boc reported the following:

Building - In December, the library had four or five false fire alarms in the course of three weeks. This was due to some kind of fault with the system. The contractor came out Monday, January 5th and we hope the issue is resolved. The library received the new NOOK Huddle Pad at the end of December. It is already getting some good use by patrons.

Programs and Outreach – The Friends of the Library Open House is on Saturday, January 31st from 2-4 pm. Boc was asked by the MBLC to be part of a webinar about library services to the Deaf and Hard of Hearing. The next Danvers Art Association show will have its reception on Saturday, February 7th from 2-4 pm. Jillian Parsons, our Head of Outreach has proposed starting a Recovery Corner in the Library.

Staff – Boc and Assistant Director Jennifer McGeorge have been interviewing candidates for the two open part-time Assistant Librarian positions. We hope to be onboarding new hires in February. As part of the new process to make the interview process more accessible, we have taken the new step of sending the questions in advance to the candidates who have confirmed interviews. There is staff training on Discrimination and Harassment for the staff on Monday, January 12th. Any staff member unable to attend will be prioritized to attend the Town training on this issue in April. The library follows the town harassment policy. The library will be closing for a professional development day on March 19th. That day will include Cultural Competency training from 12:30 – 3:30 pm: Trustees are invited to attend.

Everything Else – Library Legislative Day for NOBLE this year is on Friday, February 27th at 8:00 am at the Melrose Public Library. This is a great morning of learning how to support our public libraries and engaging with our local representatives, and everyone is encouraged to attend. Noah Leavitt asked about this Legislative Day. Julie Curtis, who has attended several of these responded it was a great day to celebrate libraries and she stressed the importance of supporting library budget items,

Old Business: Food Fridge proposal – Chairperson of the Danvers Human Rights and Inclusion Committee Johann Hunter spoke to us regarding the Food Fridge proposal. It will be a wooden refrigerated structure with a locked door and will be stabilized. It will be covered by community members with a goal of being stocked weekly. In conversation with Director Boc, it was decided the best place to place it would be under cover maybe at lower level by entrance. After the discussion, a motion was made by Julie Curtis and seconded by Noah Leavitt to move forward with installing the food fridge hopefully in the spring. The motion passed unanimously.

New Business: Open Meeting Law – Director Boc had copies made for the trustees. A discussion was held regarding the importance of adhering to the Open Meeting Law. Board members were encouraged to review the law. It is the responsibility of the Trustees to understand the law. If any trustee has any questions, there is a free training available through the Massachusetts Attorney Generals Office.

Jessica Cargile led a discussion around using trust fund monies for specific priorities that can be identified by the director in accordance with goals and strategic planning, particularly spending money on archives room equipment and library furniture. Charles Desmond added it was imperative that we catalogue and save items in the archives room. Director Boc reported she has had conversations with the Board of Library Commissioners regarding the preservation of archive artifacts and hopes to meet with them in February regarding guidance on how to accomplish this.

Town of Danvers Fiscal Year 2027 – Director Boc handed out information on the Budget Goals and Objectives and asked for input from the trustees. After reviewing this, any trustee feedback should be emailed to Boc.

Adjournment: Where there was no other business presented, a motion was made by Jessica Cargile and seconded by Charles Desmond to adjourn the January 14, 2026 meeting of the library trustees at 8:46 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary