

MINUTES OF THE PEABODY INSTITUTE BOARD OF LIBRARY TRUSTEES MEETING

Wednesday, October 8, 2025 – Danvers Community Access TV Building

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

Absent: Irene Conte

Call to Order: The October 8, 2025 meeting of the library trustees meeting 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 in attendance, nor any public comments brought forth for the trustees' attention.

Vote to approve the minutes of the September 3, 2025 meeting: A motion was made by Michael Hagan and seconded by Kenneth Yoon Lee to approve the secretary minutes of the September 3, 2025 trustee meeting as printed. Motion passed unanimously.

Trustee Reports:

Chairpersons Report – Chairperson Donna Hopkins did not report anything.

Treasurer's Report - Treasurer Cory Ryan presented the following:

September 2025 report:

Beginning Balance	682,903.28
Deposits	-0-
Income	1,620.91
Withdrawals	-0-
Expenses	-0-
Change in Value	17,088.97
Ending Value	701,613.16

After presentation, a motion was made by Julie Curtis and seconded by Jessica Cargile to approve the treasurer's report. Motion passed unanimously.

Friends of the Library Update – Michael Hagan reported he had attended the last meeting and reported the Friends were glad to get to know the trustees and they were very supportive of the trustees, they offered they were pleased with having the trustees on board. Noah Leavitt was assisting with their marketing.

Director's Report –

Online records keeping - Director Noelle Boc spoke about online records keeping. She informed us that the Town didn't have the capacity to do this and advised us not to do it.

State Financial Report – Director Boc discussed the State Annual Financial Report. This report includes our Municipal Appropriation Requirement and our Total Appropriated Municipal income

for FY2026. This annual report notes our compliance with state standards, and thus, ensures the library receives state aid funding.

Old Business:

Scholarship Update – Chairperson Donna Hopkins reported that the scholarship committee had not met but the investment committee had met with the financial advisors so they do know how much we have to spend. The scholarship committee will now be meeting.

Regarding Archives Update – Charles Desmond spoke about all the great work that Town Archivist Richard Trask has done over the years but expressed concern about maintaining all his historical knowledge moving into the future.

New Business:

Evaluation process discussion – the trustees did discuss the director's evaluation process and agreed to a more inclusive process for the entire board. Michael Hagan brought up a conversation that he as chair had with the previous town manager Steve Bartha regarding possible evaluation process that was never enacted.

Action Plan suggestions – Director Boc asked the trustees to come up with suggestions and comments.

Adjournment: Where there was no other business presented, a motion was made by Jessica Cargile and seconded by Cory Ryan to adjourn the October 8, 2025 meeting of the library trustees meeting at 8:15 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary