

MINUTES OF THE PEABODY INSTITUTE BOARD OF LIBRARY TRUSTEES

Wednesday, December 10, 2025 – Danvers Community Access Television Building

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

Absent: Charles Desmond

Call to Order: The December 10, 2025 meeting of the library trustees was called to order by Vice Chair Jessica Cargile at 7:00 pm

Pledge of Allegiance: The Pledge of Allegiance was led by Vice Chair Jessica Cargile

Public Comments: There were no public attending the meeting nor were there any comments brought forth for the trustees attention.

Vote to approve the minutes of the November 12, 2025 trustee meeting: A motion was made by Noah Leavitt and seconded by Michael Hagan to approve the minutes of the November 12, 2025 trustees meeting as printed. Motion passed unanimously.

Trustee Reports:

Chairperson's Report – There was no chairperson's report presented.

Treasurer Cory Ryan presented the following report:

November 2025 report

Beginning Balance	712,335.47	
Deposits		0.00
Income	1,017.97	
Withdrawals		0.00
Expenses		0.00
Change in Value	38.27	
Ending Balance	713,391.71	

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

Friends of the Library Update – Because there was no trustee present at the meeting, there was no report offered. Director Boc reported the Friends will be hosting their Open House on Saturday, January 31st with the theme Love Your Library. The next meeting of the Friends of the Library will be held on December 17th starting at 3:00 pm.

Director's Report: Director Boc offered the following

Yesterday a fire alarm went off. The panel showed it was a malfunction on the ground floor. The fire department came and reset the alarm. Director Boc met with Town Manager Jill Cahill, Finance Director Rodney Conley and other Town Hall staff on December 4th to talk about the budget. Our budget number has a higher than normal increase in the salary base this year due to the raises for employees per the Compensation Study that was completed as negotiated in the union contract. Boc doesn't see any issues with the budget. We were also informed a US District Court had permanently blocked the executive order that terminated federal library funding, leading to the reinstatement of all IMLS grants, including those in Massachusetts. As a result, Danvers was awarded \$37,547.48T for FY2026 in State Aid. The library will be hosting a food donation drive for the pantry the week of December 8th from 2-4 pm. The Action Plan was submitted to the MBLC with our helpful suggestions. Currently, we have a couple of substitutes who work when we are short staffed. Boc is working with the Town to create a job description and a set rate for substitutes will be paid for their work. The library is finally reviewing resumes for the open Assistant Librarian position and hope to have someone starting by the beginning of January. The Danvers Senior Center had to close recently due to building issues and they used the library to host some training. Directob Boc is due to meet with the architect next month.

Old Business: Jessica Cargile asked if there had been any negative feedback regarding library being closed on some Sundays. Director Boc responded that had not been any feedback.

New Business: There was a discussion regarding a library staff member addressing the Human Rights and Inclusion Committee. A discussion was held regarding a proposal by the Human Rights and Inclusion Committee regarding a Food Fridge on the library property. The Trustees were very enthusiastic and felt this was a good idea but because the trustees felt they had questions and needed more information regarding the management of the proposal, it was agreed we would invite Johann Hunter, Chair of the Human Rights and inclusion Committee to address our committee at our January 14, 2526 meeting.

Adjournment: Where there was no other business presented, a motion was made by Noah Leavitt and seconded by Cory Ryan to adjourn the December10, 2025 meeting of the library trustees at 8:10 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary

