

MINUTES OF THE PEABODY INSTITUTE BOARD OF LIBRARY TRUSTEES MEETING

Wednesday, February 11, 2026 – DCAT Building

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

Call to Order: The February 11, 2026 meeting of the library trustees was called to order by Chairperson Donna Hopkins at 7:05 pm.

Pledge of Allegiance: Was led by Chairperson Hopkins

Public Comments: There was no public attending the meeting to offer public comments nor were there any public comments submitted for the trustee's attention.

Vote to approve the minutes of the January 14, 2026 meeting: A motion was made by Michael Hagan and seconded by Noah Leavitt to approve the minutes of the January 14, 2026 meeting as written. Motion passed unanimously.

Discussion and Vote to amend and approve the minutes of the December 10, 2025

minutes: Chairperson Donna Hopkins read the following proposed amendment to be voted on regarding the minutes of the December 10, 2025 meeting. "The chair was asked about an incident in which a library employee spoke, as a community member, at the Human Rights and Inclusion Committee meeting. Since most Trustees had not seen or heard of this incident, the Chair to the opportunity to discuss the issues brought forth by the employee at the Human Rights and inclusion meeting. There was some discussion about said incident, what was discussed at the meeting and what opportunities the employee had at their disposal to pursue their complaints". After a discussion, a motion was made by Kenneth Yoon Lee and seconded by Cory Ryan to approve the minutes of the December 10, 2025 meeting with the amendment. Motion passed with Michael Hagan voting against it.

Trustee Reports:

Chairperson's Report – Chairperson Donna Hopkins spoke about the mission statements of both the Peabody Institute and the George Peabody Society and what their investment funds were to be used for. The two investment accounts were previously merged to just the Peabody Institute investment account. In order to update the mission statement, she asked trustees Noah Leavitt, Kenneth Yoon Lee and Jessica Cargile to serve on a sub-committee to come up with a new mission statement regarding the use of the investment funds.

Treasurer's Report – Treasurer Cory Ryan offered the following treasurer's report.

January 2026 report

Beginning Balance	\$715,192.37
Deposits	0.00
Income	26.25
Withdrawals	(5,000.00)
Expenses	(1,763.47)
Change in Value	13,350.33
Ending Balance	\$721,805.48

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

Friends of the Library Update - Director Boc reported the main subject of the meeting was the recent open house that was well attended. The addition of face painting was fun and there were five high school students assisting with the face painting. There was also a discussion on what museums to look at purchasing passes for next year. Boc asked for trustee suggestions on museums or attractions to purchase passes from.

Director's Report: Director Boc reported the following:

Building – Due to the January snowstorms, the library was closed for three days, Sunday through Tuesday. The melting snow and ice from the snowstorm created some leaking from the ceiling of the Stranding Room by the windows. Hayden Warren from the Department of Public Works came and went out on the balcony above the room and pushed as much snow and ice as possible. This seemed to have solved the dripping, but one light fixture seems to be affected and will be looked at. The fire system in the Archives was inspected on February 5th.

Budget – Select Board Budget Review is on Saturday, March 7th.

Programs and Outreach – The Friends of the Library are sponsoring for the second year in a row the Music for Many Occasions Ensemble on Saturday, February 21st at 2:00 pm. Last year's performance was powerful and standing room only and we are thrilled to have them back. The Friends of the Library agreed to fund our Recovery Corner, so we shall be purchasing a bookcase and bulletin board for that project shortly. Boc will be meeting with Annie Harris from the Essex National Heritage Foundation. This organization has funding to support historic projects and initiatives and Boc hopes to create a relationship with them. Boc has met with Matt Mitchell, the Danvers Senior Center Director, about collaborating more with the library. The seed library sorting party will be held on February 24th from 2-4 pm.

Staff – Nick McCavitt and Laurence Mini have been hired as part time Assistant Librarians. Both hires come with a lot of library experience. On March 18th at 12:30 pm there will be virtual training by Caprice Collins from the Culture Collections regarding microaggressions. If any trustees are interested in attending, please let Noelle know. There will also a second training this summer. The library is also working on guidelines for staff if should ICE make an appearance at the library. Specifically, training on what are the rules and rights and what should employees do. Mike Hagan stated he was concerned that no police were involved in this guideline discussion. Boc said MIRA created the guidelines but she would speak with the police chief.

Everything Else – Several staff members contributed to updating the children's department page on the website. The Town will be offering an Open Meeting Law training for any board of commission members in the town on April 2nd. The new study nook has been much appreciated. Boc spoke about incoming weather procedures. She offered the library follows the guidance of the school closings which closely aligns with the Town guidance. Director Boc recently had a nice and productive discussion with Town Archivist Richard Trask. Some topics discussed were Trask wanting more materials on the website, coming up with topics to be digitized, lack of space as archives room is filled. Trask would like to rent a nearby storage unit, and come up with a list of

which information could be kept at the library and which could be moved to the storage units. There is a question on where to get the funding for storage units.

Old Business: Clarification of Trustee and Town Rules and Responsibilities – Director Boc met with the Town Manager, Human Resources and the Town Attorney’s on this topic. Massachusetts General Laws, the union contract, and the Trustee By-Laws are all fairly clear in defining these areas. The Town attorneys are helping to draft a memorandum to be shared with the Trustees for clarification.

New Business:

Indemnification Insurance – Mike Hagan led a discussion on indemnification insurance and questioned whether or not the trustees were protected if someone brought a suit against the library. He was advised that the Town would investigate who was protected. Noah Leavitt asked if he was talking about us individuals or collectively. Boc informed the trustees she had spoken with Judy Smith, the Town Purchasing Agent who handles communication with the insurance company MIIA. Boc will let us know as soon as she hears a response.

Chair Hopkins brought up that some sub-committee chairs were no longer on the trustees and because of the lack of communication between old and new committee chairs, any business by the committee was not passed on to the new chairs. Hopkins asked that when an old chair either vacates the committee or trustees, they sit down with the new chair to give them all necessary information needed for a smooth transition.

Adjournment: Where there was no other business presented, a motion was made by Jessica Cargile and seconded by Noah Leavitt to adjourn the February 11, 2026 trustee meeting at 8:10 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary