

MINUTES OF THE PEABODY INSTITUTE BOARD OF LIBRARY TRUSTEES MEETING

Wednesday, April 8, 2026 – DCAT Building

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

Absent: Jessica Cargile, Irene Conte, Noah Leavitt

Guests: Liz Brennan, Ellen Graham, Christi Farrar, Lisa Silva

Call to Order: The April 8, 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: Lisa Silva spoke about the importance of training for micro aggressions for a healthier work place. Ellen Graham addressed concerns regarding staff comments and library culture.

Vote to approve the minutes of the March 11, 2026 meeting: A motion was made by Kenneth Yoon Lee and seconded by Michael Hagan to approve the minutes of the March 11, 2026 meeting as written. Motion passed unanimously.

Trustee Reports:

Chairperson's Report – Chairperson Donna Hopkins addressed three items.

Upcoming Cornerstone Presentation – the Investment Sub-Committee met with Cornerstone Investments and after a presentation agreed with Cornerstone's recommendations. Cornerstone will be attending a trustees meeting in the future.

Devices at meetings – Chair Hopkins reminded trustees that phones and any other transmitting devices should be shut off during the meeting.

Recognition of Irene Conte's service – Due to Trustee Conte's absence from tonight's meeting a recognition of her lengthy service to the trustees was cancelled. Director Noelle Boc and Chair Donna Hopkins will meet with her later thanking her for all her service.

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

March 2026 Report	
Beginning Balance	\$726,200.91
Deposits	0.00
Income	1,485.53
Withdrawals	0.00
Expenses	0.00
Change in value	(30,849.31)
Ending Balance	\$696,737.13

At the end of the presentation, a motion was made by Michael Hagan and seconded by Julie Curtis to approve the March 11, 2026 treasurer's report as presented. The motion passed unanimously.

Friends of the Library Update: Director Boc reported the following: The Friends of the Library membership has already surpassed the number of new members from last year. Boc is encouraging people to join Friends of the Library. The Friends are also sponsoring a chocolate program on April 16th entitled (Bitter)SweetHistory 18th Century Chocolate and the American Revolution. Some free samples will be available.. The Friends Annual book sale will be held the second week of June. Drop off will start the first week with a preview sale for members only Tuesday. The Friends are looking for summer concert sponsors. A suggestion was made to purchase gift bags for visitors. A new museum pass is being offered to the Griffin Museum of Photography in Winchester and the Friends are also funding the expanded summer pass for the New England Aquarium. The Aquarium typically does not have passes available June-September, but have introduced a weekday only pass for an additional cost for the summer months.

Director's Report:

Building – Director Boc will be meeting in May with representatives from the Mass. Board of Library Commissioners to talk about pre-planning for a building project. They will walk her through what looks like to apply for state grants for a renovation. The entire process takes several years and requires applying for a grant cycle with the state. At this point I am only information gathering.

Budget – Finance Review of the budget will be on Wednesday, April 15th at 7:00 pm for the Library. Due to the compensation and class study being completed during the current budget year, the Library had a shortfall in our personnel salary line in FY26 to cover the increases. The Library is projected to still have a little under a \$45,000 deficit in our salary line by June 30th. To offset that, we are leaving the Assistant Head of Reference and Information Services position open until June, and will use state aid to make up the rest of the funding.

Programs and Outreach – Jillian Parsons, Head of Community Outreach is on the planning committee for Light the Night Purple. This year's event and walk will be held on May 20th from 6:30-8:00 pm. Staff members Amy Martin, Head of Children's Services and Chelsey Sheppard, Head of Teen Services are members of the Town Pride Party planning committee. The Pride Party will be on June 13th this year from 1-4:00 pm. It will start with the Town Hall flag raising and the bulk of the "party" will occur in Peabody Park behind the library. Ari Slauenwhite, our full-time Assistant Librarian who works on many of our Adult Programs, has created a partnership with Northeast Arc. She will be creating a "Hangout" program for the group of adults with disabilities that come to the library. After we announced our Seed Library was restocked in March over 75% of the 2200 seed packets have been taken. We have gotten a few more donations of seeds from various patrons. We are thrilled by the strong response to the sustainability of gardening. After meeting with Amanda Lane from HAWC and Jorge Sanchez from the HRIC, we are going to work with HAWC to create a series of programs on Healthy Relationships to be held at the library. Boc met with Matt Mitchell, Director of the Senior Center, in March. We discussed some different approaches to collaborating.

Staff – Boc offered a huge thanks to Noah Leavitt and LUCE for presenting the staff training on Preparing for ICE in the Library on March 18th. Boc also thanked Kenneth Yoon Lee for attending the training as well. Yoon Lee offered that Leavitt did a tremendous job in offering a lot of information regarding what to do. The staff was completely engaged by the information presentation and we walked through multiple scenarios to give some clarity on what to do specifically in a library environment. Our training with Cultures Connecting on the topic of Microaggressions was also an excellent session. Thank you to Cory Ryan for attending as well. Staff were able to both engage with our presenter and break frequently into small groups to discuss the presented content. Participants filled out an anonymous feedback form which I shared in a later meeting with the presenter.

Old Business:

Indemnification Insurance Update– Chair Donna Hopkins reported that the Town Attorney still has not returned her calls. She feels the next step will be for her to discuss this with the Select Board. She plans to reach out to members of the Select Board to discuss the issue with them.

Scholarship Policy Update – the final draft of the Scholarship policy was included in the meeting packet. A discussion followed. The Scholarship Committee met to discuss revisions to the policy. changes made related to sending written confirmation that the application was received. We were informed that the Committee had also met with Cornerstone Financials who said the scholarship spending of \$10,000 yearly should be okay. It was also added that the employee must submit proof of enrollment in an accredited program, before receiving funds. Michael Hagan feels there should be more than three people on the committee and that personalities should be kept from the decision. After the discussion, a motion was made by Cory Ryan and seconded by Donna Hopkins to approve the revised Scholarship Policy. The motion passed with one trustee voting no.

New Business:

Open Meeting Law and Roberts Rules – A simplified version of Roberts Rules of Order was included in the meeting packet. Cory Ryan presented her ideas to address personnel concerns and issues keeping in line with Massachusetts General Law regarding Open Meeting Law and the Trustee By-Laws. Michael Hagan reiterated the Open Meeting Law states trustees cannot speak about personnel during the meeting. Julie

Curtis and Director Boc spoke about Union concerns and added any anti harassment clause must supersede trustee involvement as there are State and Federal regulations that the Town must comply with.

Code of Conduct addendum – A copy of the Code of Conduct for the Board of Library Trustees of the Peabody Institute Library of Danvers was included in the meeting packet. This document originally adopted on April 10, 2024 had three number of proposed changes to it. One addition change to the proposed dealing with attendance on a regular basis becoming difficult, the word appointing authority was changed to Chair. After a discussion, a motion was made by Cory Ryan and seconded by Kenneth Yoon Lee to table this addendum to the May meeting. Motion passed unanimously.

Trust Fund Mission Statement – A copy of the Library Trust Fund Mission Statement was included in the meeting packet. During a discussion it was decided that we should add the name of the Trust Fund in the title. After the discussion, a motion was made by Cory Ryan and seconded by Kenneth Yoon Lee to approve the Library's Trust Fund Mission Statement with the addition made. Motion passed unanimously.

Artwork Donation Policy – A copy of the Artwork Donation Policy was included in the meeting packet. During the discussion it was pointed out that the policy does not include works donated to the Archives. Also in the 'Criteria for Acceptance' section on Space and Safety, the word 'must' have a suitable, safe location to currently display the work without obstructing walkways and sightlines needed to be added. After the discussion, a motion was made by Michael Hagan and seconded by Cory Ryan to approve the Art Donation Policy with the changes made. Motion passed unanimously.

Adjournment: Where there was no other business presented, a motion was made by Kenneth Yoon Lee and seconded by Charles Desmond to adjourn the April 8, 2026 trustee meeting at 8:27 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary