

MINUTES OF THE PEABODY INSTITUTE OF DANVERS BOARD OF LIBRARY TRUSTEES MEETING

Wednesday, May 20, 2025 – DCAT Building

Present: Noelle Boc, Jessica Cargile, Julie Curtis, Charles Desmond (attended remotely), Ellen Graham, Michael Hagan, Donna Hopkins, Noah Leavitt, Kenneth Yoon Lee, Cory Ryan

Guests: Aimee Velazquez, Luis Velazquez, Michah Velazquez

Call to Order: Meeting was called to order by Director Noelle Boc at 7:01 pm.

Welcome and Congratulations to newly elected Trustees: Director Noelle Boc offered congratulations to Julie Curtis, Ellen Graham and Cory Ryan for being elected and re-elected to the Board of Library Trustees.

Pledge of Allegiance: was led by Director Boc.

Reorganization of the officers of the board by roll call vote: Noelle Boc opened the floor for nominations for the position of Chairperson. Due to member Charles Desmond attending remotely, all voting was taken by roll call.

Election of Chair - A motion was made to nominate Julie Curtis for Chair by Michael Hagan and seconded by Donna Hopkins. A motion was made to nominate Noah Leavitt for Chair was made by Cory Ryan and seconded by Ellen Graham. A motion to close nominations for chair was made by Michael Hagan and seconded by Donna Hopkins. Motion passed unanimously. Voting for Julie Curtis for the position of Chair: Trustees Desmond, Hagan, Curtis and Yoon Lee voted YES. Trustees Ryan, Hopkins, Cargile, Leavitt and Graham voted NO. Voting for Noah Leavitt for the position of Chair: Trustees Ryan, Hopkins, Cargile, Leavitt and Graham voted YES. Trustees Desmond, Hagan, Curtis, and Yoon Lee voted NO. Noah Leavitt was confirmed as new Chairperson of the Trustees.

Election of Vice Chair - Chair Noah Leavitt took over the running of the meeting. Chair Leavitt called nominations for the position of Vice Chair. A motion was made to nominate Jessica Cargile for Vice Chair by Cory Ryan and seconded by Julie Curtis. A motion was made to close nominations for Vice Chair by Michael Hagan and seconded by Ellen Graham. Motion passed unanimously. The votes for the Vice Chair were all in favor and Jessica Cargile was confirmed.

Election of Treasurer - Chair Noah Leavitt called for nominations for Treasurer. A motion was made by Jessica Cargile and seconded by Donna Hopkins to nominate Kenneth Yoon Lee for treasurer. Motion to close nominations for Treasurer was made by Cory Ryan and seconded by Ellen Graham. All in favor. The votes for the Treasurer were all in favor and Kenneth Yoon Lee was confirmed.

Election of Recording Secretary - Trustee Charles Desmond had to exit the meeting at this point. Chair Leavitt called for nominations for Recording Secretary. A motion was made by Jessica Cargile and seconded by Ellen Graham to nominate Cory Ryan for Recording Secretary. A motion was made by Cory Ryan and seconded by Ellen Graham to nominate Julie Curtis as Recording Secretary. A motion to close nominations for Recording Secretary was made by Michael Hagan and seconded by Kenneth Yoon Lee. All in favor. There was some discussion between Trustees Curtis and Ryan in regards to the Recording Secretary position after nominations were made. Voting for Cory Ryan in the position of Recording Secretary: Trustees Ryan and Hopkins voted YES. Trustees Hagan, Curtis, Cargile, Leavitt, Yoon Lee voted NO. Voting for Julie Curtis in the position of Recording Secretary were all in favor. Julie Curtis was confirmed as Recording Secretary.

Public Comments: There were no public comments offered.

Vote to approve the meeting minutes for the April 8, 2026 trustees meeting: A vote was made by Kenneth Yoon Lee and seconded by Cory Ryan to approve the minutes of the April 8, 2026 meeting as printed. Vote was as follows: Trustees Ryan, Hopkins, Hagan, Curtis **YES**. Leavitt, Cargile, Graham **TO ABSTAIN**.

Vote to approve the Previous Treasurer's Report: Former Treasurer Cory Ryan offered the following treasurer's report.

Beginning Balance	\$696,737.13
Deposits	-0-
Income \$	1,088.94
Withdrawals	-0-
Expenses	(1,737.06)
Change in Value	38,756.14
Ending Balance	\$734,845.15

Jessica Cargile reported that the taxes were closed for FY2026.

At the end of the presentation, a motion was made by Kenneth Yoon Lee and seconded by Cory Ryan to approve the treasurer's report as presented. Motion passed unanimously.

Friends of the Library Update: Director Noelle Boc reported the Friends of the Library had a good year. Their membership is currently at its highest in many years. They are still looking for programming suggestions. The Friends are gearing up for their Annual Book Sale in the library Gordon Room. Drop off of donations is June 1st through the 6th, and the sale is on June 9th through the 9th. The 9th is the kick off date and is open only to members of the Friends.

Director's Report: Director Noelle Boc reported on several things.

Building – The second and third floors became unbearably hot at the end of April. The HVAC system was blowing heat at a high rate on those floors. We turned off the blowers and ATCO did look at the situation, however, they said until the changeover from heat to air conditioning happens, there isn't anything they can do.

Budget –Director Boc presented to the Finance Committee on April 15th. Chair Donna Hopkins was also present. Questions included how many hours the Archival Center is open, discussion about future renovation of the library and other possible options around that, the loss of state aid if our appropriation requirement is not met, and what lessons may be taken from the budget situation in Marblehead. It was a lively conversation. The committee did move the library budget forward to be approved. Boc informed us that the budget trends cut across the State and we need to watch. It is important that we keep funding and that we keep an eye on Marblehead. If Marblehead does lose their certification, it will trigger our policy of not serving residents of a decertified town. Our consortium asks that the board takes a vote to specifically to not serve Marblehead residents should the worst come to pass. We did receive our second disbursement of State Aid in the amount of \$37,861.71 in April. Boc said things looked steady and that Governor Healey had replaced the 2% increase in money that had been cut by the Legislature. Committee Chair Noah Leavitt asked what can we do to assist with the budget.

Programs and Outreach – Due to low registration, Amanda Lane from HAWC and Boc decided to postpone the first Healthy Relationships program. We are working together to create an intentional series and aiming at the fall to better plan it all out. We have seen lots of patrons from different libraries visiting to complete the Rev250 Library Crawl that our library is participating in. Patrons travel with their "passport" to up to 10 different libraries to see what they have on display or as an activity for the Revolution 250, and then get their passport stamped. If they go to at least 5 libraries, they get entered into a raffle. It's been nice to see people from other communities exploring area libraries. The girl scouts have put in a pollinator garden. June 1st at 4:00 pm will be the grand opening.

Staff – The position of Assistant Head of Reference and Information Services has been posted internally and we will interview candidates as soon as possible after it comes down. We do expect internal candidates to apply. We hope to be able to start someone in the position by early June.

Old Business:

Indemnification Insurance Update – Director Boc met with Town Counsel Kate Connolly and would like Connolly to meet with the Trustees at our June meeting to discuss indemnification. Trustee Ellen Graham asked why was this brought up. Trustee Hagan responded that as a member of the Retirement Board, he found out he was indemnified. He felt as members of a town committee we should also be so if there was any monetary or other issues we would not be included in any lawsuits, etc.

Code of Conduct addendum – There was a brief discussion regarding #15 regarding meeting attendance. It was decided to replace offering your resignation to the “Appropriate Authority” to the “Town Clerk”. Trustee Ellen Graham asked why was the Code of Contract needed? Trustee Mike Hagan responded that in the past there had been instances where a Trustee was absent so much it affected how the Trustees ran the business. After the discussion, a motion was made by Donna Hopkins and seconded by Kenneth Yoon Lee to accept the Code of Conduct for the Board of Library Trustees with the change noted. Motion passed unanimously.

New Business:

November Meeting Date – Director Boc informed us that the second Wednesday of November 2026 was November 11th which was Veterans Day. She asked to move the date from the 11th to November 18th. The Trustees agreed to this change of date.

Adjournment: Where there was no other business presented, a motion was made by Donna Hopkins and seconded by Ellen Graham to adjourn the May 20, 2026 trustee meeting at 8:00 pm. Motion passed unanimously.

Respectfully submitted,

Julie E. Curtis
Recording Secretary