

MINUTES OF PEABODY INSTITUTE BOARD OF LIBRARY TRUSTEES MEETING

Wednesday, June 11, 2025 – DCAT Building

Present: Noelle Boc, Jessica Cargile, Julie Curtis, Michael Hagan, Donna Hopkins, Noah Levitt, Kenneth Yoon Lee

Absent: Irene Conte, Charles Desmond, Cory Ryan

Call to Order: The June 11, 2025 meeting of the board of library trustees 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 attending the meeting nor were there any public comments submitted for trustee consideration.

Vote to approve the minutes of the May 14, 2025 meeting: There were three corrections noted in the minutes of the May 14, 2025 meeting. Under election of treasurer, the nomination was made by Jessica Cargile (not by Cory Ryan), to nominate Cory Ryan (not Jessica Cargile). Under Treasurer's Report, Jessica Cargile is listed as treasurer and should have been listed as Vice Chair. A motion was then made by Kenneth Yoon Lee and seconded by Michael Hagan to approve the minutes of the May 14, 2025 meeting with corrections noted. Motion passed unanimously.

Trustee Reports:

Chair's Report – Director's evaluation. Chair Hopkins asked this to be tabled. The director's evaluation has been forwarded to Jen Breaker by Hopkins and Vice Chair Jessica Cargile. Donna Hopkins reported the trustees had accomplished a lot last year. We moved our meetings to the Danvers Cable Access Building where meetings became more accessible to the public, we came up with and approved new finance committee by-laws and operating procedure created a better scholarship application, and created and approved a new community program policy and community bulletin board policy as well as a new meeting room policy. Hopkins also spoke about Director Boc and her doing a library walk through. Trustee Michael Hagan offered to work with Director Boc regarding building safety protections.

Treasure's Report – Due to treasurer Cory Ryan's absence, there was no treasurer report presented.

Director's Report: Director Noelle Boc led a discussion around possibly closing some Sundays due to budget concerns in next year's budget. Boc reported that town archivist Richard Trask has started coming in to his office Wednesday afternoons. The library had a table at the recent Pride Party with good activities, which considering the weather attracted a good crowd. Due to the cut in federal funding to the Institute of Museum and Library Services, The MBLC has cut several of its databases that they supply free to all libraries in the state. We are hoping that the state legislature will pass amendments to the budget to increase funding to the MBLC to restore some services, but that cannot be counted on. Noah Leavitt suggested trustees speak to their legislators regarding restoring funds.

Old Business: Vote on Decertified Libraries Policy. After reviewing the draft of the Peabody Institute Library Policy Regarding Service to Decertified Libraries In Massachusetts, a motion was made by Julie Curtis and seconded by Kenneth Yoon Lee to approve the policy. Motion passed unanimously.

Discussion on date change for application /formation of scholarship committee– Director Boc spoke about dates for scholarship applications. Normally it is May and December. Because the new scholarship policy was not approved by the trustees until June, there might not be enough money in the budget to cover the cost of the scholarship. Therefore a motion was made by Jessica Cargile and seconded by Noah Leavitt to allow applications to be submitted until July 15, 2025. This would be just one time. Motion passed unanimously.

Chairperson Donna Hopkins asked for volunteers to serve on the scholarship committee. Noah Leavitt and Jessica Cargile responded they were interested.

New Business: Noah Leavitt discussed creating a file share for the trustees. Chair Donna Hopkins thanked Jessica Cargile for her work in putting trustee notebooks together.

Adjournment: Where there was no other business presented, a motion was made by Jessica Cargile and seconded by Kenneth Yoon Lee to adjourn the June 11, 2025 meeting of the library trustees at 8:10 pm. Motion passed unanimously.

Respectfully submitted:

Julie E. Curtis
Recording Secretary