

**MINUTES OF PEABODY INSTITUTE BOARD OF LIBRARY TRUSTEES MEETING**

Wednesday, September 3, 2025 – DCAT Building

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

**Guest:** Phil Bolduc

**Call to Order:** The September 3, 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:** Danvers resident Phil Bolduc asked Director Boc for an update on renovations that Boc referred to during the new Town Managers recent roundtable dealing with planning and development, historic, and arts and culture. Boc responded she had met with Town Manager Cahill this afternoon and hopes to get things rolling.

**Vote to approve the minutes of the June 11, 2025 meeting:** A motion was made by Jessica Cargile and seconded by Kenneth Yoon Lee to approve the minutes of the June 11, 2025 trustees meeting as printed. Motion passed unanimously.

**Trustee Reports:**

Chair's Report – Director's evaluation.

Chair Hopkins handed out the evaluation of Director Noelle Boc and added that Vice Chair Jessica Cargile and she had met with Director Boc to review her evaluation. Hopkins reviewed the evaluation with trustees and added she felt Boc was doing a good job and she had seen improvement in Boc's performance. Charles Desmond asked about trustee having input and Michael Hagan asked about one area that Boc had been rated that caught his eye. Chair Donna Hopkins decided to place this on next month's agenda for discussion.

Treasurers Report – Treasurer Cory Ryan reported the May, June, July and August 2025 treasurer reports as follows.

|                                    |                      |
|------------------------------------|----------------------|
| Peabody Institute of Danvers, Inc. | May 30-June 30, 2025 |
| Beginning Balance                  | 644,825.76           |
| Deposits                           | -0-                  |
| Income                             | 2,895.41             |
| Withdrawals                        | -0-                  |
| Expenses                           | -0-                  |
| Change in Value                    | 19,025.57            |
| Ending Value                       | 666,746.74           |

Year to Date 6.46%

A motion was made by Kenneth Yoon Lee and seconded by Noah Leavitt to accept the treasurer's report for May, 30 to June 30, 2025 as presented. Motion passed unanimously.

|                   | June 30-July 31, 2025 |
|-------------------|-----------------------|
| Beginning Balance | 666,746.74            |
| Deposits          | -0-                   |
| Income            | 995.40                |
| Withdrawals       | -0-                   |
| Expenses          | (1,680.56)            |
| Change in Value   | 4,081.46              |
| Ending Balance    | 670,143.04            |

Year to date 7.01%

A motion was made by Julie Curtis and seconded by Jessica Cargile to approve the treasurer's report for June 30, 2025 to July 31, 2025 as presented. Motion passed unanimously.

|                   | July 31-August 29, 2025 |
|-------------------|-------------------------|
| Beginning Balance | 670,143.04              |
| Deposits          | -0-                     |
| Income            | 1,028.52                |
| Withdrawals       | -0-                     |
| Expenses          | -0-                     |
| Change in Value   | 11,731.72               |
| Ending Value      | 682,903.28              |

Year to Date 9.04%

A motion was made by Jessica Cargile and seconded by Kenneth Yoon Lee to approve the treasurer's report for July 31 to August 29, 2025 as presented. Motion passed unanimously.

### **Director's Report :**

Library Hours - Director Noelle Boc followed up on the previous discussion around possibly closing some Sundays due to budget concerns in next year's budget. After reviewing attendance numbers and recognizing slow attendance months, it was decided the library would be closing Sunday's April through end of October. Noah Leavitt asked if there was a way to calculate the number of attendees using the library. Some good news, there is a potential restoration by Congress of the \$3.5 million taken from the budget. Charles Desmond hoped that Congress could restore these funds.

Boc reported that there was an eye drawn on the ground entrance. She reported it to the police department and DPW to have it removed.

T-Shirts. Boc informed the trustees that the Friends of the Library had purchased t-shirts for the trustees and asked us to give her our t-shirt sizes. Funding for t-shirts was from the community outreach account.

Advisory Awareness – Director Boc led a discussion on what happens to libraries during an economic recession and what is going on with library funding in Massachusetts as well as the rest of the Country. She added the trustees need to be prepared to talk about supporting the library.

Jessica Cargile brought up how impressed she was with this year's summer programs. Director Boc reported there was a slight increase in the number of sign ups for the Summer Reading Programs for kids. Adults had a bigger jump in participants. Noah Leavitt asked if there was a way to track unique program attendees as opposed to repeat people. Boc responded there wasn't a way to do that.

**Old Business:**

Scholarship Update – There were two scholarship applicants that met all the criteria. The library is holding off the rewarding monies until the Cornerstone Investment meeting with the investment committee. Trustees will be informed of scholarship allotments after this meeting.

Action Plan review – Director Boc reviewed the FY2026 Action Plan. She reported that a lot of the had already been completed.

**New Business:**

Review and Vote to approve the FY2026 Internal Department Library Budget – Director Boc reviewed next year's library budget. She reported for the most part there were no changes from last year's budget. NOBLE costs have increased a little but this is normal. There was a little discussion regarding data and E-book charges that increase each year. \$6,400 from reference account was transferred to E-Book account. After the discussion, a motion was made by Noah Leavitt and seconded by Charles Desmond to approve the FY2026 internal department library budget as presented. Motion passed unanimously.

Director Boc would like to see more interaction between the trustees and the Friends of the Library. Chairperson Donna Hopkins asked Noah Leavitt to be the representative of the trustees to the Friends of the Library and to attend their meetings.

Julie Curtis spoke about a recent visit her sister and her had with town archivist Richard Trask. Richard was able to identify a family picture of a relative (whether a great-great-grandfather or great-grandfather), by the clothing he was wearing.

**Adjournment:** Where there was no other business presented, a motion was made by Jessica Cargile and seconded by Irene Conte to adjourn the September 3, 2025 meeting of the library trustees at 8:20 pm. Motion passed unanimously.

Respectfully submitted:

Julie E. Curtis  
Recording Secretary