



Board of Trustees  
Georgetown Peabody Library  
2 Maple Street  
Georgetown, MA 01833

## **MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEES MEETING**

**Wednesday, August 8, 2017**

**Present:** Mary Saunders, Sue Clay, Michele Brock, Chris Laut, Library Director Sarah Cognata

**Absent:** Kevin Moran, Sue Clohecy

**Call to Order:** Meeting called to order at 7:00 PM

**Minutes:** Mary Saunders makes motion to accept minutes as amended. Sue Clay seconded. Passed unanimously.

### **Old Business:**

#### **Tile Wall Completion:**

- Marc Picardi will be here tomorrow. Will return next day to complete wall.
- Will take picture of layout of tiles as set up on third floor to set up.
- Mary will ask Friends to list out what was purchased through the fundraising.

#### **Ten-year Anniversary Celebration of Addition Completion:**

- Sarah Cognata provided us with layout of golf course in Library and outside. Won't block off too much of fiction and children's area. Call it "Tenth Anniversary of Addition". Banner will be hanging on posts inside. May hang outside depending on weather. Will be up a month. Date is September 9th.
  - Publicize: Sign on town hall, public access, local newspapers and schools
- Sarah has contacts. Chris will write press release and give it to her. Meeting minutes from May 10th has all the specifics of what we will be responsible for.
  - Sue Clohecy - Cake
  - Chris – Press Release
  - Michelle - Juice
  - Sarah - Cups, plates, plastic ware
  - Chris - Coffee
  - Mary - Cleaning kitchen
  - Sue Clay - Water jugs

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

- Serving Tweens and Teens grant starts October 1st. No press release until money in hand. Grant will have its own account. \$15,000.
- LED lights - Contacted Light Department. They contacted DOER (Vincent Ragucci). Rest is in Director's Report. We should do an energy audit. Will revisit next month.
- Library Page - hired Bridget McCarthy. Four hours a week.
- Summer reading - teen and adults end next week.
  - 46 teens signed up
  - 227 kids signed up
  - 23 adults signed up
- Library Statistics - A little decrease in July circulation from last year. Not too much.
- Overdrive stats - kicking up and what we are sending to other libraries far higher than what we request from other libraries.
- Veteran's Day is on Saturday. Sarah has done a survey on local libraries and if they are open. Town employees do get paid for Saturday. Linda is the only one that is scheduled for Saturday. Maybe Ruth and Emily would get paid. School is not open. Sarah will speak to rest of staff and look to see if Newbury, Rowley, Groveland and Haverhill will be open.
- Spring cleaning - Kevin took doors off. Highway department picked it up. Still must do weather strips.
  - Baseboard in community room is now on list. Bill may do work on this.
- Library road signs for roads - Sarah bought one. Looks great! Ruth will take pictures of where they should be placed since she is a town member.

### **New Business:**

- Personnel matter – Discussed personnel issue.
- Sarah will speak to Town Manager to discuss how to approach this with town counsel. Sue Clay discussed idea of Trustees filling in for emergency purposes.

### **Adjournment:**

Sue Clay moved (Mary Saunders seconded) that meeting be adjourned at 8:15 PM. Motion passes unanimously.

Prepared by Chris Laut on September 11, 2017.  
Next meeting: September 13, 2017