

# Georgetown Peabody Library Trustees



Date: Wednesday, December 9, 2015

Time: 7:00 PM

Next Regular Meeting: Wednesday, Jan. 13, 2016 in Georgetown Peabody Library

## Minutes

### Meeting called to order at 7:05 PM

Trustees present: Chris Laut, Sue Clay, Kevin Moran, and Mary Saunders

Library Director: Sarah Lynch

Trustees not present: Sue Clohecy and Michelle Brock

Trustees approved Minutes for November Trustee Meeting as submitted. Motion by Chris Laut and second by Sue Clay

### New Business:

#### Budget for FY 2017

- Kevin Moran worked with Sarah Lynch to finalize budget proposal to go to Finn Comm.
- Budget incorporates increase in trash pick-up charges, custodial service, and network charges.
- Includes 1 ½% increase in personnel salaries per recommendation of town manager.
- Trustees discussed
  - Town responsibility for repair costs like the repair to the fire-safety sprinkler system.
  - Approaching town meeting for specific maintenance requests next June.
- Chris Laut moved that the trustees approve the budget for level services as requested by the town manager. Sue Clay seconded. Unanimous approval.
- Mary Saunders moved that Sarah Lynch also submit a projected budget that would included keeping the library open on Thursdays. Kevin Moran seconded. Unanimous approval.

### Old Business:

- Trustees discussed the three submitted proposals for interior painting.
  - Painting to include all but areas that may be affected by leaks including fiction section and magazine area as well as the new meeting room.
  - Chris Laut moved that trustees accept proposal of RJM Painting and Restoration for interior painting and appropriated the sum of \$2000. Deposit upon signing contract. Funds to come from State Aid. Mary Saunders seconded. Unanimous approval.
- Website development by Sterling Technologies - site up for testing
  - Chris Laut to call subcommittee meeting to examine site and suggest improvement.
  - Trustees and Friends of the Library should send suggestions to Sarah Lynch before Jan. 2nd

**Director's Report:**

- Groveland Public Library will be decertified in January.
  - Staff developing a script to go with non-circulation policy. Groveland residents can still use library and attend programs.
- Aulson to begin slate roof repair next week.
- Backflow preventer failure fixed. Water Department to check system on Friday.
- Janet for community cable says equipment works and ready to use.
- Police Chief to schedule “active shooter” training soon.
- Staff review process will begin soon.
- Policies approved by the Trustees have been sent by Mike Farrell to town counsel per Trustee request.
- Capacity of the Community Room has been set at 22 by the Building Inspector.
- Sarah Lynch proposed that library hire PRS Group to sort out the Data Room to identify and properly label cables. Cost would be \$850.00. Trustees to consider at January meeting.

Sue Clay moved and Chris Laut seconded motion to adjourn at 8:50 PM

Prepared by Mary Saunders on December 22, 2015.