



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, January 11, 2017

Present: Sue Clay, Michelle Brock, Chris Laut, Mary Saunders, Sue Clohecy, Kevin Moran, Young Adult Librarian, Emily Havey and Library Director, Sarah Cognata

Absent:

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

Secretary Minutes: Mary Saunders moved to accept the December minutes. Kevin Moran seconded. Unanimous approval

Old Business:

Community Room:

- Room is furnished, set up, decorated, computers installed and gaming system ready.
- Sue Clay moved that Trustees approve the Teen-Room Video Game Permission Form as presented by the Director. Kevin Moran seconded. Unanimous approval.
- The room will open immediately for student use.
- Opening to be published in the paper along with announcement of the Grand Opening Event on Feb. 6.

Security System:

- CIP request form was submitted on time.
- If require petition for article inclusion on town meeting warrant, closing date is Feb. 27.

Art Tile Wall:

- Camp Leslie tile has just arrived
- Final tile, The Boynton General Store, may arrive at the end of the month.
- Bill Begin should be contacted about installation.

New Business:

Spring Cleaning:

- Sue Clohecy proposed that Trustees hold a spring cleaning of the library.
- Have staff make a list of needs
- Publish event and encourage community service.
- Sat., Mar. 11 before quilt show hanging and book sale.

Accident Report Form:

- Patron fell on the back stairs leading to adult fiction in December. He broke a rib and suffered a collapsed lung.
- Sarah Cognata obtained the town accident report form and had his wife fill it out and file with the town. The library only has accident forms for employees.
- Sarah proposed a form to file here at the library if another such incident occurs.
- Chris Laut moved Trustees accept the Patron Accident Medical Incident Report Form as presented by the Director. Mary Saunders seconded. Unanimous approval.

Town Strategic Plan:

- Trustees discussed the compilation of the three submitted planning documents.
- Decided to have Sarah Cognata edit for clarity and concision keeping emphasis on both Thursday opening and Solar Power.
- Sarah to distribute by email for comments from individual Trustees before vote at next meeting.

Director's Report:

- Trustees examined and discussed data presented on GPL website usage. Decided to examine monthly updates on usage.
- Trustees mourn the passing of Rick Palardy, outstanding Friend of the Library, invaluable community member, and wonderful person. Chris Laut put the library flag at half-staff in his honor.
- Emily Havey is applying for the LSTA Serving Teens and Tweens 2-year grant of \$15,000.
- MVLC ILS system is changing to the SirsiDynix product Symphony as of May 18. Training for staff to happen starting in February.
- The de-stress events around the holidays with service dogs and coloring were a huge success. 53 people for the afternoon event and around 30 at night.
- State Ethics test have to be completed and certificate sent to Town Hall for filing. Sarah will send the link.
- Three of the new computers have been set up and are working great. One more to be set up at circulation. The former reference computer is now serving as an additional public computer.
- Staff annual reviews have begun.

December Circulation

FY16 (includes Overdrive stats) - 4766

FY17 (includes Overdrive stats) - 4789

0.5% increase

Adjournment:

Sue Clay moved (Kevin Moran seconded) that meeting be adjourned at 8:35 PM

Prepared by Mary Saunders on January 15, 2017.