

Georgetown Peabody Library Trustees



Date: Wednesday, July 27, 2016

Time: 7:00 PM

Next Regular Meeting: Wednesday, September 14, 2016 in Georgetown Peabody Library

Minutes

Meeting called to order at 7:08 PM

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

Library Director: Sarah Lynch

Michelle Brock moved to accept the June minutes. Sue Clay seconded. Unanimous approval.

Old Business:

Strategic Planning:

- During the June 25 professional development session the Staff prepared an action plan to achieve the Goals and Objectives determined by the Strategic Planning Committee.
- All Trustees will read closely and communicate individually with Sarah Lynch by the first week in September any changes the Trustee might suggest.
- Plan will require Trustee approval for submission during Sept. Trustees meeting

Community Meeting Room progress

- Locking cabinet for cable equipment completed
- Trustees questioned whether quality of work worth quoted price of \$950.00

Wall tiles

- The artist Rose Deler communicated that 2 more tiles are completed and will be sent.

Circulation statistics

- Sarah Lynch presented statistics comparing GPL circulation trends with that of other MVLC libraries.
- Trustees discussed whether non-circulation to Groveland patrons fully accounts for downward trend.
- Movement to use of electronic books.

Director performance review

- Trustees discussed the Director's performance and praised her many achievements and initiatives.
- Sarah Lynch presented her self-evaluation and shared her goals for the coming year.
- Michelle Brock suggested that the director's evaluation and those of the staff be kept in a

locked file or drawer.

September Trustee meeting with State Representative Lenny Mirra invited

- Approval of Long Range Plan on the agenda
- Formed subcommittee: Kevin Moran, Michelle Brock, Sue Clay to look over MBLC breakdown of decreased funding levels for state aid to libraries
<https://mblc.state.ma.us/mblc/legislative/FY2016Agenda.pdf>
- Staff and Friends to be invited to attend and add support

HVAC and light fixture cleaning

- Mary Saunders moved (Sue Clay seconded) that the library engage Peabody Air Duct Cleaning to clean the HVAC vents as proposed at \$4400. Funds to be taken from the Peabody Fund. Approval unanimous.
- Sarah Lynch to further explore light fixture cleaning. Serve Pro would charge \$3539.

Director's Report:

Summer Reading

- 28 adults
- 237 Children
- 48 teens
- Programs well attended

Museum pass electronic registration

- 72 passes reserved since start
- Massachusetts State Parks parking pass is the most popular

New Business:

Chimney

- Chimney in reading room had odor from dead chimney swallows. Chimney Savers was engaged to clean chimney. Cost \$289. Work completed.
- Chimney must be capped to prevent further problems. Chimney Savers quote \$995.
- Trustees question cost and want additional proposals

Sue Clay moved and Michelle Brock seconded that Trustees accept Sarah Lynch's request for time off for wedding preparation. Trustees unanimous approval.

Stand-alone heating units under window in children's room are broken, unused, and may pose hazard. After Trustee discussion and a look at the units, Mary Saunders moved (Chris Laut seconded) that up to \$500.00 of State Aid be used to have the units removed.

Prepared by Mary Saunders on August 4, 2016.