



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEES MEETING

Wednesday, July 12, 2017

Present: Sue Clay, Sue Clohecy, Michele Brock, Kevin Moran, Mary Saunders, Chris Laut, Library Director Sarah Cognata

Absent: None

Call to Order: Meeting called to order at 7:05 PM

Minutes: One change to minutes. Motion to adjourn for Sue Clay should have been Sue Clohecy. Sue Clohecy makes motion to accept the June minutes as amended. Mary Saunders seconded. Passed unanimously

Old Business:

Tile Wall Completion:

- Installation on July 24th and 25th for follow up.
- Good solution for border tiles. Bill will develop final wood framing.
- Friends will take care of wood fee (Bill), sheetrock, and installation for Mark Picardi.

Ten-year Anniversary Celebration of Addition Completion:

- Sarah contacted other libraries. Mobile mini golf was all they needed to keep families busy.
- Will have cake and refreshments too. Two holes outside. Have volleyball net. Sarah would bring corn hole.
- Cake - Sue Clohecy will take care of it from Market Basket. Needs picture of Library.

Director's Annual Evaluation:

- High marks on all sides. Sarah thanked us for the review and reiterated her desire to open up on Thursdays.

- Trustees pointed out areas of high marks such as managing personnel, monitoring building maintenance, preparing payroll and reports, and managing budgets.
- Sarah also wanted to ensure that we continue to review the long range plan and continue to focus on deliverables.
- Discussion on teen summer programs and the high amount of teen involvement. High praise for Emily.
- In the future, Trustees will review Library Director in May, after releasing the evaluation sheet to Trustees in April

Teen Disruption:

- Discussion on formal process for engagement. Emily has personally spoken to them.
- There will be an acceleration progressive discipline program, with parental contact at some point in time.

Friends Report:

- Friends gave Mary Saunders an up-cart so she can carry things up to the attic space.
- Friends bought refrigerator for program kitchen.
- Museum passes - have some low numbers. May want to replace a few such as Tower Hills and Strawberry Banke, which have low usage.
 - Potential replacements - The Trustee of the Reservation "Go" pass. Kevin Moran spoke of a federal parks pass. Wenham Museum is an option.
 - Sarah - Our efforts to advertise museum passes are working. Use is going up every year. We have a take home brochure and an online reservation system that people seem to be getting comfortable with.

New Business:

- Children's Room baseboard - Mary Saunders suggest options for "ugly baseboard." Options include approaching Bill Hastings or Quilters to do some finishing work
 - Add to maintenance list.
- Energy grant opportunity? - Chris Laut asked Sarah Cognata to look into energy grant that Highway Department received to replace streetlights with LED lights. Would this work for us?
- Spring Cleaning list - Getting smaller. Shed door will come off tomorrow.

Director's Report:

- Finance Committee approved request for reserve transfer. Done with 2017 budget
- MBLC voting on who will be awarded the LSTA grants for serving tweens and teens.
- Library Page resigning - posted the job. Had three applicants and interviewing process has begun.

- Summer reading signups so far: Teens 41; Children: 195; Adults 16. Sarah wants Trustees to sign up.
- FY 2017 Programs
 - Adults - 40 programs with 442 attendees
 - YA programs - 36 programs with 322 attendees
 - Children - 181 programs held with 3,010 attendees
- Website statistics - Bounce rates is the percent of single page sessions in which there was no interaction with the page.

Adjournment:

Mary Saunders moved (Sue Clohecy seconded) that meeting be adjourned at 8:05 PM. Motion passes unanimously.

Prepared by Chris Laut on August 2, 2017.

Next meeting: August 9, 2017