



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 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