

Georgetown Peabody Library Trustees



Date: Wednesday, March 9, 2016

Time: 7:00 PM

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

Minutes

Meeting called to order at 7:10 PM

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

Library Director: Sarah Lynch

Guests: Elizabeth Burton, Chair of Groveland Langley-Adams Trustees, and Bette Gorski, former Groveland Selectman

Trustees approved Minutes for February Trustee Meeting as submitted. Motion by Sue Clay and second by Michelle Brock

Beth Burton from Groveland presented the history of the decertification of the Langley-Adams Library for failure to meet MBLC standards for materials purchases. Trustees heard their argument for continuing to circulate GPL materials to Groveland patrons despite the labor and State Aid costs of such circulation. Trustees will consider the situation and vote at the next regularly scheduled Trustee meeting.

Old Business:

Budget:

- FinCom budget hearing went well. Sarah Lynch presented. Chris Laut, Kevin Moran, and Mary Saunders present at hearing.
- May hear FinCom's decision by end of March or as late as town meeting in May.

Long Range Plan

- Trustees discussed planning procedures.
- Trustees discussed composition of planning committee to include: Trustees, staff, Friends, youth, library users and nonusers.
- Sarah Lynch to get clarification of committee size at March 21 training.
- Scheduled first meeting to be Tuesday, April 12, 7 to 9 PM, Tuesday, April 26, 7 to 9 PM and June 7, 7 to 9 PM.
- Sarah Lynch will request MBLC or MLS facilitator for first meeting. If not available, will approach Susan Babb, director of the West Newbury Library and former long-range planning trainer.

Building Maintenance Punch List:

- Signs - Michelle Brock waiting for quote for 2ft by 6 ft (12 sq ft) fixed sign that meets town by-law requirement.
- Tiles moving forward. Awaiting more firing
- Grant application has been prepared by The Friends for the Community Meeting Room furniture cost.

Library Policy Review:

- Trustees reviewed suggested revisions by town law firm, Kopelman and Paige.
- Trustees voted unanimously to accept each policy after some alterations as follows:
 - Equipment Borrowing Policy
 - Remove charges for late return.
 - Accept all other Kopelman and Paige revisions.
 - Motion by Mary Saunders, second by Sue Clay
 - Lending to Residents of Noncertified Libraries Policy
 - Change Decertified to Noncertified in title and body of policy.
 - Accept all other Kopelman and Paige revisions
 - Motion by Sue Clohecy, second by Chris Laut
 - Accessibility Policy
 - Under Home Delivery Service, 1st sentence, remove “but have internet access....requests to” and replace with “may contact”
 - Accept all other Kopelman and Paige revisions
 - Motion by Chris Laut, seconded by Sue Clohecy
 - Meeting Room Policy and Local History Room
 - Final paragraph of Meeting Room Policy revised to include “unless permitted by the library” after “No goods or services shall be promoted, sold or exchanged upon the premises or by sample, pictures, or descriptions”
 - Accept all other Kopelman and Paige revisions
 - Motion by Mary Saunders, seconded by Sue Clohecy
 - Collection Development Policy
 - Accept all Kopelman and Paige revisions
 - Motion by Sue Clohecy, seconded by Sue Clay
 - Internet Policy
 - Accept all Kopelman and Paige revisions
 - Motion by Chris Laut, seconded by Sue Clay
 - Safe Child Policy
 - First paragraph under “Statement of Concerns” in the sentence beginning “Parents...” substitute “minors under their supervision” for the word “children.”
 - Accept all other Kopelman and Paige revisions
 - Motion by Mary Saunders, seconded by Chris Laut
 - Library Use Policy
 - First paragraph, last sentence should read “The Library is responsible for enforcing the Town of Georgetown’s Code of Conduct and the Library Use Policy to protect the rights and safety of Library patrons, volunteers, and staff and for preserving and protecting the Library’s materials, equipment, facilities, and grounds.
 - Kopelman and Paige suggested addition of statement near the end of the policy “All bags and other articles are subject to inspection by security and other authorized personnel.” Trustees rejected this revision.

- Accept all other Kopelman and Paige revisions
- Motion by Michelle Brock, seconded by Sue Clohecy

Director's Report:

- Budget on track to complete spending.
- Circulation numbers still down. How much is due to Groveland patrons?
- Police completed abbreviated ALICE training (Active Shooter) in the library. Sarah Lynch will prepare emergency procedures document.
- Daniels Electric replaced the emergency light batteries.
- No further changes in wall stains have been observed. Roof repair may have been effective.

Chris Laut moved and Sue Clay seconded motion to adjourn at 9:55 PM

Prepared by Mary Saunders on March 15, 2016.