

# Georgetown Peabody Library Trustees



Date: Wednesday, November 4, 2015

Time: 7:00 PM

Next Regular Meeting: Wednesday, Dec. 9, 2015 in Georgetown Peabody Library

## Minutes

### Meeting called to order at 7:14 PM

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

Library Director: Sarah Lynch

Trustees approved Minutes for October Trustee Meeting as submitted. Motion by Sue Clay and second by Sue Clohecy.

### Old Business:

- Chris Laut moved that the Trustees accept Aulson Roofing, Inc. proposal for \$2440.00 to repair the slate roof to be taken from the Peabody Fund if the work can be done this fall. Seconded by Sue Clohecy. Unanimous approval.
- Website development Sterling Technologies
  - Some members of staff and Mary Saunders met with 2 representatives from Stirling Technologies.
  - Purpose was to give designer information about the unique aspects of Georgetown Peabody Library that should be reflected in the website.
  - Stirling will return with beta version before Thanksgiving and all staff, trustees, and Friends will have an opportunity to view and give feed-back.
  - Photographs of the library and library services in SLR digital format urgently needed. Michelle Brock to contact an avid photographer she knows.
  - Trustees discussed staff and trustee involvement in site development. Sarah Lynch will inquire about procedures.
  - Chris Laut made motion to form a trustee subcommittee to be involved with Stirling Technologies Website Development Project. Sue Clay seconded. Unanimous approval.

- Maintenance punch list - wall paint touch up
  - Sarah Lynch still trying to get quotes.
  - Young adult librarian's desk is in the community room. Purchased by Friends GOAL funds.
- Wall tile project:
  - Artist reports tiles glazed and awaiting firing.
  - Should hear in mid-December.
- Policy discussion
  - Discussed Meeting Room Policy and Local History Room
  - Chris Laut suggested minor revisions to Meeting Room Policy
  - Trustees agreed to show policies to Town Manager when all completed.

**New Business:**

- Long-Range (Strategic) Planning
  - MBLC has helpful documents on Website
  - Mary Saunders will contact to see whether a facilitator would be provided to lead initial meetings.

**Director's Report:**

- Staff review process will begin soon.
- Painter Tom Clark will not return to finish primed windows until spring.
- Groveland Library in danger of losing certification over failure to allocate adequate spending on library materials.
- Dave Schauer prepared snow blower for upcoming winter.

Chris Laut moved and Sue Clay seconded motion to adjourn at 8:50 PM

Prepared by Mary Saunders on November 23, 2015.