

GPL

Georgetown Peabody
LIBRARY
Minutes of the Board of Trustees

Date: Wednesday, November 9, 2016

Time: 7:00 PM

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

Minutes

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

Children's Librarian: Cathy DeWitt and Terry Palardy from the GPL Friends

Meeting called to order at 7:13 PM

Sue Clay moved to accept the October minutes. Chris Laut seconded. Unanimous approval.

Old Business:

- Trash Shed:
 - Chris Laut removed one door and had trouble with hardware on second door.
 - Kevin Moran will look at removing the second door.
 - Lock is on the plastic shed.
 - Snow blower is tuned up and ready.
- Community Meeting Room:
 - The Friends of the GPL approved purchase of the 3 computers needed at their November meeting.
 - GPL will plan a grand opening ceremony when room is completed in January.
- Art Tiles:
 - Artist is still waiting for school kiln time.
 - Trustees request that the next time the patron inquires about tile progress, staff request name and contact number so we can set up a meeting.
 - Michelle Brock will contact Bill Begin about installation logistics now that remaining tiles may arrive soon.
- Main Entrance Pillar Base
 - Mary Saunders glued and clamped the pieces which are still holding together.
 - Painting is planned for when weather is warm enough.
- Chimney cap: installed.
- DVD Thefts: police still working on the problem.

- CORI Process for Staff and Volunteers:
 - Cathy DeWitt reports that the staff and 2 volunteers have not had a CORI check.
 - 2 volunteers have had CORI done by Council on Aging.
 - Kevin Moran - CORIs are to be conducted annually per State requirement.
 - Mary Saunders moved that the Trustees request Sarah Cognata to arrange for annual CORI checks of staff and those volunteers who have not been CORI'd using funds from State Aid as needed. Sue Clay seconded, unanimous approval.
- Volunteer Policy and Application Form:
 - Kevin Moran suggested words added to form after query: "Have you ever volunteered before?" ___ "If so, where?" _____
 - Added words to be: "Please provide supervisor name and contact information _____"
 - Sue Clohecy moved (Chris Laut seconded) the Volunteer Application Form be approved as amended. Unanimous approval.
 - Chris Laut moved (Mary Saunders seconded) the Volunteer Policy be approved as submitted.
- Alarm and Video Surveillance Systems:
 - Tabled until further quotes and information available.

Director's Report:

- Next year's budget - No information available as yet.
- George Peabody Portrait - Oliver Bros. say portrait restoration to be completed in mid to late January.
- Town treasurer is looking into putting part of the Peabody Fund into a secure account that could get higher interest rate.
- Staff evaluation process has begun with self-evaluation forms distributed.
- State Aid of \$5078.80 will arrive soon.
- Town Planning Process includes a session Dec. 8 on the library
 - Meeting on second floor of Perley School.
 - Sarah Cognata will present Library Strategic Plan.
- Groveland Public Library has been recertified.
 - GPL has already checked out books to several Groveland patrons.
 - Trustees recommend that a "welcome back, Groveland" message be added to website.

New Business:

- Staff Holiday Party tentatively set for 6 PM on Friday, January 6 at Michelle Brock's house.
- Terry Palardy repeated Betty Hastings' complement to Sarah Cognata for placing the new GPL Logo on many items. Sue Clohecy suggested that the Logo be used also by the Trustees.
- Sue Clohecy proposed that the Trustees actively research staff salaries at comparable libraries and consider adding personnel raises to budget process. Salary information can be found on the Massachusetts Board of Library Commissioners Website.

Mary Saunders moved (Sue Clay seconded) that meeting be adjourned at 8:20 PM

Prepared by Mary Saunders on November 14, 2016.