

Georgetown Peabody Library Trustees



Date: Wednesday, October 12, 2016

Time: 7:03 PM

Next Regular Meeting: Wednesday, November 9, 2016 in Georgetown Peabody Library

Minutes

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

Library Director: Sarah Cognata

Georgetown Police Chief: Donald Cudmore

Meeting called to order at 7:03 PM

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

Building security issues - Chief Cudmore recommends:

- Know where all building keys are located.
- Video monitoring inside and outside the building
 - Schools have video monitoring.
 - They use Wayne Alarm in Lynn
 - Chief Cudmore recommended at least a starter video system from Best Buy or similar store and signs on windows to inform public.
- Panic button to alert police should be located behind the desk
- Chris Laut suggested trying for a package deal with other town offices.
- Michelle Brock raised issue of CORI for volunteers.
 - Sarah Cognata will find out what Council on Aging does for CORI and also other libraries in MVLC.
 - Chief Cudmore says school department pays a firm to do CORI's

Theft of CD's and DVD's - discussion with Chief Cudmore

- Police have installed video camera and are watching videos during night shift to try to identify thief.
- Chris Laut brought up publicizing problem - Chief Cudmore plans to use publicity firm contact in Georgetown to spread word on Facebook and Twitter as well as drafting letter/article to newspapers about issue of thefts.

Old Business:

- Trash Shed:
 - Michelle Brock suggested removing defective outer doors and lock the plastic shed.
 - Chris Laut and Kevin Moran will remove the doors.
 - Sarah Cognata will buy padlock for plastic shed and new trash barrels (one designated for recycling) on wheels that fit beside plastic shed.
 - Do we already pay Mello for recycling?
- Community Meeting Room”
 - The Friends of the GPL purchased and Emily has assembled AV cart, games (locked in closet), furniture, and the “cloud” sound baffle.
 - Trustees thank Betty Hastings for extra effort to make the online purchasing possible.
 - Sarah Cognata will query MBLC as to how soon computer purchases may qualify as materials purchases.
 - Michelle Brock suggested that GPL plan an opening ceremony when all is ready.
- Outdoor Sign:
 - Trustees commend Michelle Brock for all the work she did to make this possible including digging the holes for the granite posts.
 - Consider installing solar lights to light the sign at night.
 - Signs for Main Street and North Street to direct drivers to GPL are to be forthcoming.
- Main Entrance Pillar Base
 - Kevin Moran contacted Rich Parlardy who recommended a colleague.
 - Mary Saunders reported that plastic replacement pieces can be ordered online for around \$100.
 - Mary Saunders proposed that she could glue together the broken pieces for now.
- Volunteer Policy:
 - Sue Clohecy suggested policy be amended to include wording about background checks (CORI)
 - Revised policy to be voted on at November meeting.

Director’s Report:

- Air duct cleaning has been completed.
 - Trustees to consider doing again on a regular schedule.
 - Sarah Cognata to inquire as to recommended timing.
- Circulation
 - Still trending downward.
 - MVLC will soon have more e-books/audiobooks available on Overdrive.
- Budget report shows normal activity.
 - Trustees considered concern that George Peabody Fund is decreasing without means to replenish.

New Business:

- Chris Laut requested data on new Website usage.
 - Sarah Cognata will gather data.
 - Trustees agreed that at least an annual report should be done.

Sue Clay moved (Michelle Brock seconded) that meeting be adjourned at 8:45 PM

Prepared by Mary Saunders on October 21, 2016.