

Georgetown Peabody Library Trustees



Date: Wednesday, February 17, 2016

Time: 7:00 PM

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

Minutes

Meeting called to order at 7:15 PM

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

Library Director: Sarah Lynch

Trustees not present: Sue Clohecy and Kevin Moran

Trustees approved Minutes for January Trustee Meeting as corrected (RUM corrected to RJM Painting. Motion by Mary Saunders and second by Chris Laut

Old Business:

Long Range Plan:

- Sarah Lynch to attend training on March 21
- Trustees discussed means to distribute survey.
- Mary to solicit participants at Friends meeting. Sarah to look for patrons, staff, and young adults.
- March Trustee meeting to include scheduling meeting times and approaches.

Solar Panels:

- Tabled EBSCO grant application in favor of spending time on Long Range Plan
- Will gather more information on feasibility including Federal Program: Let's Go Solar

Website:

- Well received by patrons. Michelle Brock praised functionality on smart phones.
- Old site had 75 to 200 hits per day.
- New site averages 400-500. One day received 950 views.
- Sue Clay suggests notice in *Town Common* newspaper

Maintenance Punch List:

- Signs - Michelle Brock to get quote for 2ft by 6 ft (12 sq ft) fixed sign that meets town by-law requirement. Electronic signs not permitted in residential area.
- Tiles moving forward. Awaiting more firing
- Community Meeting Room furniture cost to be submitted to Institution For Savings by Friends of Library for grant funding.
- Box to enclose cable TV equipment cost estimate by Martyn Richards = \$950 to be included in grant request.
- RJM Painting and Restoration did a great job at great price. Will wait to see if any leaks from

slate roof work develop before finishing Fiction section walls.

- Data closet labelling finished today by PRS Group. Trustees viewed results.
- Policies reviewed by Koppleman and Paige: Trustees requested comments/revision sheets. Will vote next meeting.

Director's Report:

- MyHeritage.com up for renewal soon. \$1100. Usage varies widely from month to month. Renewal likely.
- Freegal music site available through MVLC is not used as much as at many surrounding libraries. Will try more marketing.
- Fire Safety inspection conducted. Back-up batteries in lighted Exit signs need replacing.
- Front doors not lined up completely when the doors are closed. Sarah Lynch to call the company for inspection and suggested remedy.

Budget for FY 2017

- Hearing by FinCom to be held Saturday, February 27 at 9 AM on Town Hall Third Floor Meeting Room.

Chris Laut moved and Michelle Brock seconded motion to adjourn at 8:55 PM

Prepared by Mary Saunders on February 18, 2016.