



Board of Trustees  
Georgetown Peabody Library  
2 Maple Street  
Georgetown, MA 01833

**MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEES MEETING**  
**Wednesday, January 10, 2018**

**Present:** Trustees: Michelle Brock, Mary Saunders, Sue Clohecy, Sue Clay, Chris Laut, Kevin Moran  
Library Director Sarah Cognata

**Not Present:**

**Call to Order:** Meeting called to order at 7:00 PM

**Minutes:** Chris Laut makes motion to accept December minutes as amended. Sue Clay seconds. Passed unanimously.

**Old Business:**

**Slate Roof:**

- Director submitted proposal to CPC. Still don't have survey report from Meadows Construction. Repairs around \$34K instead of initial estimate of over \$50K. Discussion about scope of project. Director will confirm with Jane Fields that the slate roof has never been replaced.

**Library Salaries:**

- Town Administrator made presentation to selectman at first meeting of year. Administrator requested approximate 12% increase for median salaries for non-union employees. Selectman need to make decision within three weeks.
- May need to have Trustee special meeting to vote on budget that includes updated salary information.

**FY2019 Budget:**

- Budget sent in December 22nd. Met with Town Administrator on January 3rd on new service line item. He will get back to us on whether the line item will be separate or rolled into existing line item. Town Administrator is open to the new service line item and the money associated with it.

## **Director's Report**

- Highway Department lifted the new display cabinet to second floor. Now displaying new manga and Dungeons & Dragons items.
- Teen Grant: Teen yoga starts January 17th through first week in February. Cooking series in March and fitness program series in May.
- Staff Reviews: Conducted this month and in February, if need be, as 75% of reviews are completed.
- Maintenance: Children's Room seemed cold. George from Francis Maroney came to investigate. Batteries in thermostats were corroded and have been replaced. Issue with two HVAC units in Mechanical Rooms. They have been fixed.
- Staff News: Symphony circulation refresher training on 1/8. All staff members attended. Catalog refresher training on 1/22. All staff members will attend. Staff using 10 year old version of symphony. Will get newer version in two years.
- Circulation: slight decrease of 0.3%.

## **New Business**

### **Thank You Letter:**

- Michelle Brock drafted a thank you letter for Marc Picardi for installing the remaining tiles.

### **Tile Wall Plaque/Plaster:**

- It is done and dries in two days. Ready to paint early next week. Chris Laut has volunteered to paint the wall.
- Staff has made suggestions to have smaller display book shelves: One for the Friends, and one for a display case for staff recommendations and new books.
- Plaque: Should there be something on the header such as "Tile Wall Made Possible By?" Will use Clipper Engraving in Newburyport and include on the plaque the names of the tile installers, artists, framers, and a thank you to donors.

### **Trustees Bylaws Review:**

- Reviewed and made suggested amendments. Board will revisit at next meeting to include non-discrimination hiring policy clause.

### **Friends Report:**

- Friends considering funding changes to museum passes. May add Wenham Museum and Trustees of the Reservation Go Reservation Pass and drop Tower Hill Botanical Garden and Strawberry Banke Museum.

## **Adjournment:**

Sue Clay moved (Sue Clay seconded) that meeting be adjourned at 8:25 PM. Motion passes unanimously.

Prepared by Chris Laut on February 4, 2018. Next meeting: February 14, 2018