



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, April 11, 2018

Present: Sue Clay, Michelle Brock, Mary Saunders, Sue Clohecy, Kevin Moran
Library Director, Sarah Cognata, Christine Letterman from Equitous Technology Solutions

Absent: Chris Laut

Call to Order: Meeting called to order at 7:03 PM

Technology Proposal:

- Sarah Cognata requested assessment of GPL computer technology by Christine Letterman who has been conducting tech support for GPL on an as-needed basis through the MVLC.
- Christine Letterman presented her analysis and her proposal for technology operational support by her company, Equitous Technology Solutions.
- Support for all 24 computers \$16K/year, for public computers \$14K/year, for staff computers \$6K/year. Support covers a long list of items.
- In addition, library needs to purchase new computers on a planned basis as well as fully license Deep Freeze and keep Windows and antivirus and malware products up to date.
- Children's Room needs to have an updated switch installed.
- Trustees discussed funding sources including grants and future budget changes. Sue Clohecy will check with Salem Five and Mary Saunders with TD Bank. Kiwanis?
- Hardware can be purchased with 10% of materials budget (~\$6000) but that doesn't cover infrastructure, software, or support.
- Need to explore for cost comparison other companies that provide such support. (Boxford, Topsfield, and Nevins Memorial Library all have contract with Equitous Technology Solutions).
- Sue Clay proposed/Sue Clohecy seconded that GPL purchase the required Children's Room switch plus labor to install not to exceed \$300, funds to be taken from state aid. Unanimous approval.

Minutes: Sue Clohecy moved to accept the March 21 and 27 meeting minutes as submitted. Sue Clay seconded. Unanimous approval.

Old Business:

Budget/Salaries/Thursday Opening:

- No new information

Security System:

- Approved by FinCom to go before Town Meeting. If Town Meeting approves, installation will begin July 1.

Slate Roof:

- Approved at CPC public hearing.
- Need attendance at Town Meeting - notify Friends of GPL

Director's Report

- Teen Grant - Four-week teen fitness program to start next month. Emily purchased iPad, a screen protector, and an iPad tablet stand to be installed in the YA book section. iPad will be loaded with school apps (except the grading app) in support of the school 1:1 iPad program. Also purchased art supplies and a cart for them.
- Maintenance - Dave Brindamour completed the Children's Room baseboard project well. L.W. Bills will inspect fire alarm system, extinguishers, and sprinklers on April 25.
- Trustees discussed with Sarah Cognata conducting a staff fire drill during a staff meeting. Also wondered whether ALICE training for public as a community program makes sense.
- The School Department has given the Library a backpack vacuum to keep.
- Circulation down for March perhaps due to weather.

New Business:**Director's Annual Evaluation:**

- Trustees discussed Annual Director's Evaluation.
- Decided to request Director to do self-evaluation based on Trustee's evaluation criteria. Will send those criteria to Sarah Cognata.
- Ideally, in two weeks she will send her self-evaluation and Trustees will send her the group evaluation completed at this meeting.
- At May meeting the evaluations will be discussed and Sarah Cognata will present personal goals and Trustees their goals.

Friends' Report:

- Friends are making some changes in museum passes in response to usage and recommendations by Sarah Cognata.

Sarah Cognata brought before the Trustees a personnel issue. Kevin Moran made a suggestion for a change that may help with the issue. This will be further addressed at the May meeting.

Adjournment:

Sue Clohecy moved (Michelle Brock seconded) that meeting be adjourned at 8:55 PM

Prepared by Mary Saunders on April 16, 2018. Next meeting: May 9, 2018