



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

**MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEES MEETING**  
**Wednesday, June 13, 2018**

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

**Absent:** Sue Clohecy and Sue Clay

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

**Minutes:** Chris Laut makes motion to accept May 9, 2018 meeting minutes. Mary Saunders seconds. Unanimous approval.

**Old Business:**

**Slate Roof:**

- No current updates as July 1st is date funding is released.

**Security System:**

- We must revote on security system since it has been too long since our original vote. Also need apples to apples quote. Wayne Alarm still honors the old quote provided. Sarah has solicited three companies: Wayne Alarm, L.W. Bills, Dean Fantini Electric
- Have not heard back from L.W. Bills and Dean Fantini Electric.
- Mary Saunders moves we accept quote from Wayne Alarm Systems for not more than \$31,500 to be covered by Capital Improvement Funds contingent upon possible receipt of comparable work quotes. Michelle Brock seconds. Unanimous approval.

**FY 2019 Budget:**

- Director Sarah Cognata was told administrative line item will include the salaries for Library Director, the Library Pages, and the Council on Aging. This administrative line item in the budget will only include additional increase beyond the 2% increase for the rest of the staff. Every other expense will be under the Library budget.
- No paperwork from Town Hall for FY2019 as of yet.

### **Computer Technology Support:**

- Bad news. Funding from TD Bank will not work.
- Salem Five will reach out to Director Sarah Cognata to find out how they can help the Library. We have a patron who also acts as an intermediary for Salem Five and is going to find out opportunities for Salem Five to donate to the Library.
- May need to hold out for one more year for technology support. Can purchase the computers through materials line item in budget. Michelle Brock suggested that a bank may be more inclined to give for capital improvements such as computers.

### **Director Annual Review:**

- Discussed Director Sarah Cognata's detailed self-evaluation.
- Director's goals include Slate Roof, Security System, working on salaries and general budget increase.
- Director Sarah Cognata would also like to improve the Local History Room and review materials for relevancy. Potential opportunity to digitize vital records materials through the BPL.
- Want list of Historical Society artifacts. Problem: Historical Society doesn't know what they have.

### **Director's Report**

- Library Street signs installed. Thanks to Peter Durkee of Highway Department for putting them up quickly.
- Equitous completed cable/switch install under budget.
- Summer reading programs: Children's sign-up starts next Monday. Cathy DeWitt making the rounds at the school. Teen sign-up started on Tuesday. Already have 44 participants. Adults sign-up starts Monday June 25th. Numerous summer concerts set up. All reading programs and concerts funded by Friends.
- Michelle Augeri attended Technology Training Session and gave it rave reviews.
- We are doing well with spending our LSTA Teen Grant.
- Emily Havey created list for domestic abuse and suicide resources after Michelle Augeri suggested it. Will post it in the bathrooms.

### **New Business:**

#### **New Officers:**

- Chris Laut makes motion for slate:  
Chair: Kevin Moran  
Vice Chair: Mary Saunders  
Secretary: Sue Clay  
Treasurer: Chris Laut  
Historian: Sue Clohecy
- Mary Saunders seconds. Unanimous approval.

**Bakers Adams Scholarship:**

- School Committee has been overseeing this for a number of years.
- Library Trustees have responsibility to sign-off, though, according to US Trust. Michelle Brock signed.
- We should get governing documents to the Baker Adams Scholarship. Determinations for future will be based on our review of documents.

**Friends Report:**

- Voted and approved to pay the bill for fixing outside faucet.
- Also approved museum pass for Seacoast Science Center in Rye, NH.
- Two fundraisers in summer: Flatbreads and Pomodori.

**Adjournment:**

Chris Laut moved (Michelle Brock seconded) that meeting be adjourned at 8:55 PM

Prepared by Chris Laut on July 8, 2018. Next meeting: July 11, 2018