



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, December 19, 2018

Present: Susan Clay, Kevin Moran, Mary Saunders, Library Director Sarah Cognata

Absent: Sue Clohecy, Chris Laut, Michelle Brock (arrived at 7:40 PM)

Call to Order: Meeting called to order at 7:10 PM

Secretary Minutes: November minutes will be voted on at the January meeting.

Old Business:

Library Director Contact:

- Kevin Moran is taking the best from several area contracts and will bring a proposal to the January meeting.

Security System:

- Security camera installation was completed on Tuesday, December 4. Invoice for installation has not been received yet.

FY2020 Budget:

- The Department Head Budget Training will be Thursday, January 3, 2019. The next Department Head meeting is on Wednesday, January 2. This is when Sarah will find out what budget to submit. Sarah has provided a level services budget to review.

Director's Report:

Maintenance:

- On November 16, due to the snow/rain, a ceiling tile came down in the YA area and water came dripping in. No books were damaged. Jake from Aulson Roofing came by. He thinks the drain may have been overpowered by both the rain and snow. We luckily had a fan from our flooding issues years ago that helped dry the rug and prevent any rug stains. No issues since then.
- George from Francis Maroney came by on 11/30 to start the HVAC Winter Preventative Maintenance. It was completed on 12/17, as George was unable to come back right away due to service calls.
- Otis Elevator did the semi-annually check-up/maintenance on November 30. No issues.
- The Library was evacuated on December 1 at 10 AM due to burn/sulfur smell in the

Children's Room. The Fire Department investigated and found a blown light fixture to be the cause with no wire damage. Business as usual by 10:30 AM. Dan Birarelli came in to replace the light fixture as well as a few other ones that have gone out.

- The handicapped parking sign fell down around December 5. The Highway Department came by on December 14 and fixed the sign.

Technology Support:

- Christine came to the Library on Wednesday, December 12 from 1 to 5 PM. The Tech/Computer issues were in the Trustees December packet. Sarah will schedule a January visit soon.

Staff News:

- Cathy attended a Kindergarten Readiness meeting at Penn Brook on 11/21. She also attended a Penn Brook School Council meeting on 12/12.
- Emily attended the MVLC Teen Roundtable at the Billerica Public Library on 11/26 and at the Burlington Public Library on 12/13. She was also at the Georgetown Middle/High School on 11/30 to present how to use our databases for the 10th graders for their upcoming research project.
- MVLC had their Executive/Membership meeting in Georgetown on 11/27. Many MVLC directors visited our library for the first time, they were impressed!
- Jodi attended an Overdrive & Libby Basics workshop at MVLC Central Site on 12/4.
- Michele attended an MLS workshop called Librarians Fostering Civic Engagement on 12/5 at the Dracut Library. The presenter shared specific approaches such as facilitating community conversations on controversial topics, increasing voter registration, fostering media literacy, tactical urbanism, promoting volunteerism, and expanding library outreach to underserved populations. They also discussed how to create strategic partnerships to increase civic knowledge, civic education, and civic engagement in our communities.

New Business:

Friends Report:

- The Friends did not meet in December.

Adjournment:

Meeting adjourned at 8 PM.

Prepared by Susan Clay on December 30, 2018. Next meeting: January 9, 2019