



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, December 14, 2016

Present: Michelle Brock, Susan Clay, Kevin Moran, Library Director Sarah Cognata, and Chris Laut who arrived late

Absent: Mary Saunders, Sue Clohecy

Call to Order: Meeting called to order at 7:05 PM

Secretary Minutes: Sue Clay moved to accept the November minutes. Michelle seconded. Unanimous approval

Old Business:

Tile wall completion – Three image tiles have been received and 2 image tile will be sent at a later date.

DVD thefts have not occurred for the last two months.

The FY18 Budget was reviewed and a motion to approve the budget was made by Kevin Morin and seconded by Michelle Brock. Sarah was to submit the budget using the guide lines from the Board of Selectman.

New Business:

A form for parents to sign, which will allow teens to use certain video games, will be voted on next month.

The alarm system was discussed at length. Reviewing the three proposals a motion was made by Chris Laut and seconded by Michelle Brock to accept the bid from Wayne Alarm in Lynn. Sarah will speak with Mike Farrell about submitting the written estimate to the CIP Committee.

The Staff Holiday Party will be on Friday, January 6th at Michelle Brock's house at 6 PM.

Director's Report:

Peabody Fund - Jacqueline Cuomo has left Georgetown and they are now looking for a new Treasurer. Sarah will contact the new Treasurer once he/she is hired and settled in regarding transferring some of the money in the Peabody fund to another account that would have higher interest rates.

Town Strategic Planning – Phil Trapani, Project Lead for the Town Strategic Planning Board, has requested that the Board of Trustees and Sarah use the SMART Goal and Action Planning Worksheet to come up with how we will achieve the short term goal of: Maximizing library usage.

CORI – Mike Farrell has given Sarah the go ahead to create an account on the iCORI website for the Library. She just needs to send the CORI checks to Pam to put in The employees personnel files at Town Hall. Sarah has created an account and since we are listed as a Mass Municipality, we are automatically fee waived. The staff and volunteers will be CORI'd by the next Trustees meeting in January.

MBLC Grants – Sarah received a letter from Ruth Urell, Head of Library Advisory & Development, on November 22 stating our plan meets the Library Services and Technology Act planning requirement. We will be applying for the Serving Teens and Tweens grant through MBLC. This is a 2-year grant and Emily will be the contact person for this grant. The staff and Sarah will be assisting Emily as well. She is asking for \$15,000 which is the maximum amount granted.

MVLC ILS System – MVLC Directors voted to approve the selection of SirsiDynix Symphony as the new MVLC ILS. This will be sometime in May 2017 for a seven year contract.

Sarah reported the following

CIRCs

FY16 Nov Circs 5120

FY17 Nov Circs 5377 5% increase

Total items checked out as of 12/13/16 27,644

New borrowers added 141

People visited 16,703

Average people per day 146.5

Chris Laut made a motion to purchase four Lenova IdeaCenter All in One desktop computers not more than \$1900.00 from Amazon. Money to be taken from State Aid. Kevin Moran seconded the motion.

Adjournment:

Sue Clay moved (Kevin Moran seconded) that the meeting be adjourned at 9:25 PM.

Prepared by Sue Clay on December 17, 2016