



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING

Wednesday, March 21, 2018

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

Absent:

Call to Order: Meeting called to order at 7:06 PM

Minutes: Mary Saunders moved to accept the January minutes as submitted. Sue Clay seconded. Unanimous approval.

Michelle Brock moved to accept the February minutes as submitted. Sue Clay seconded. Unanimous approval

Old Business:

Budget and Salaries

- Mike Farrell asked Sarah Cognata to prepare the usual budget with 2% salary increase and the same for a Thursday-opening budget.
- Pages will get State minimum wage of \$11.00
- The Director suggested that personnel funds could be redistributed to fund staff monthly meeting time and professional development and training hours if the library closed on Saturdays in June. No action taken.
- At Kevin Moran's suggestion the Trustees drafted a letter to be sent by the chairman to the chairman of the Finance Committee requesting time at their next meeting (Wed., Mar. 28) to discuss salary increases and Thursday hours.
- The Director will prepare four budget scenarios for comparison to present at meeting along with comparative salary data.
- Sue Clay moved/Sue Clohecy seconded: The Trustees approve the budget with the additional column showing a 10% salary increase for present library hours.

Trustees By-Laws:

- Mary Saunders suggested a minor wording change for clarity.
- Mary Saunders moved/Chris Laut seconded approval of the Trustees By-Laws which now have an anti-discrimination clause. Unanimous approval

Director's Report

- Staff Reviews complete
- Teen Grant - Cooking program had 14 (maximum number) participants. Mid-year report due soon. Community room continues to have fine attendance
- Maintenance
 - Pending approval the town will consolidate maintenance through the school department.
 - Library would not have to call on outside sources for help with painting, preventative maintenance, plumbing problems, etc.
- Sarah Cognata will pick up a free microfilm cabinet from the Peabody Institute Library in Danvers for our Local History Room.
- Staff attended meetings and training sessions.
- February circulation up 1% over last year.

New Business

Children's Room Baseboards:

- Chris Laut moved/Sue Clohecy seconded that Trustees accept quote by Dave Brindamour Company to fix the drywall in the Children's Room baseboard area and install new vinyl baseboards for \$836 to be taken from State Aid. Passed unanimously.

Friends' Report:

- Flatbread Pizza night and Annual Book Sale both successful. Book Sale brought in \$1800.
- Plaque for Tile Wall completed and ready to install.

Director's Annual Evaluation

- Mary Saunders proposed that she send out forms and compile results before next meeting.

Adjournment:

Sue Clohecy moved (Sue Clay seconded) that meeting be adjourned at 8:37 PM. Motion passes unanimously.

Prepared by Mary Saunders on March 23, 2018. Next meeting: April 11, 2018