



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, October 10, 2018

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

Absent: Michelle Brock

Call to Order: Meeting called to order at 7:02 PM

Secretary Minutes: Sue Clohecy made a motion to accept September 12, 2018 meeting minutes as amended. Mary Saunders seconds. Unanimously approved.

Old Business:

Security System:

- Mary Saunders made a motion to accept a quote up to \$2000 from Wayne Alarm for 2 more cameras: one in the Adult Fiction section and one in the YA area. Monies from State Aid. Sue Clohecy seconds. Unanimously approved.

FY 2019 Budget:

- Sarah received the official budget.

Tile Wall Shelving Units:

- Sarah contacted Chris Ann Sullivan on 10/9 from Jackson Kitchen Designs. The cabinets at the Circulation Desk are from this company. Sarah is meeting with them on Friday, October 12.
- Sarah has also contacted Matt Diana on 10/9 that was recommended by Betty Hastings at the Friends meeting. He is a local builder in town who specializes in traditional building and historic preservation. They are meeting on Monday, October 15.
- Betty Hastings said she would ask Bill about the shelving units.

Library Director Contract:

- Kevin is waiting for several more contracts from other Libraries. He will have recommendations for the Trustees at the November meeting.

Computer Technology Support:

- MVLC PC Support Plan is temporarily on hold as their staff member who oversaw this is leaving.
- The Library Director at Tyngsboro recommended Useful but warned that PDF files sometimes have trouble printing and the user face will look very different.
- Sarah met with Christine from Equitous again on 9/17 and she has sent a quote with technology support from November to June.
- Sarah also met with Red Kelley from Boston Systems & Solutions on 9/24. His company oversees mostly all the town departments for tech support. He told Sarah he would have a quote for the October Trustees meeting. No quote arrived for the meeting.
- Sarah will have more information for the November meeting.

Director's Report:

Maintenance:

- Very minor flooding issues on September 18 due to some blockage in the drain grate in front of the main entrance. The Highway Department came by that day and cleared out massive amounts of dirt. All is good now.
- There was a leak where the old and new buildings are joined in the lobby from all the heavy rains recently.
- Michelle Brock needs to know that new seating has been shelved.
- The family restroom signs have been installed

Staff News:

- Claire and Ruth attended the MVLC Circulation/ILL meeting in Haverhill on 9/19. The next MLVC Circulation/ILL meeting will be held in Georgetown on 11/14.
- Cathy attended the Youth Center meeting on 9/20 on behalf of Emily who had to work in Rowley that day. They are looking to create a council of students for planning. They quickly went over the results of the meeting with the kids. They want a place to hang out, a place for homework, food, fun space and field trips. Those who attended looked at the space where there is access to the gym, stage, outdoor space with basketball hoops and will be building a bocce and a shuffleboard area. The upstairs includes 2 classrooms and a large space that use to be the library. It has a lot of potential.
- The Children's Department had a refresher cataloging training on 9/24 with Michele. We hope this will eliminate any cataloging errors in the Children's Room.
- Sarah attended a Small Library Directors Roundtable on 9/26 in Groveland and a Department Head meeting on 10/3.
- Emily is now the Chair of the MVLC Teen Roundtable.

New Business:

- Sarah informed the Trustees that Claire Spirito will be retiring soon. Claire, we wish you well and enjoy your retirement, you will be missed.

Friends Report

- Mary Saunders gave us a condensed report. There will be a quilt show in the same month as the fundraiser Books in Bloom. Dates to follow. A Book Sale will be held in March.
- There is a new pass for Historic New England. Thank you Friends!

Annual Town Report FY2018

- Sue Clohecy made a motion to accept the Annual Report contingent upon input from Chris and Michelle. Mary Saunders seconds.

FY2020 Budget

- Sarah has been working on the FY2020 Budget.
- Kevin will ask someone from the Finance Committee to attend the November meeting.

Adjournment:

Sue Clohecy moved (Mary Saunders seconds) that the meeting be adjourned at 8:41 PM. Unanimously approved at 8.41 PM.

Prepared by Susan Clay on November 10, 2018. Next meeting: November 14, 2018