



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, November 14, 2018

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

Call to Order: Meeting called to order at 7:07 PM

Secretary Minutes: Kevin Moran made a motion to accept October 10, 2018 meeting minutes. Chris Laut seconds. Unanimously approved.

Old Business:

Security System:

- The installation date for the two security cameras is Tuesday, November 20, 2018. When the work is completed an invoice will be sent for \$2,124.53. \$406.52 left from the capital project account and the remaining balance from State Aid Fund.

Tile Wall Shelving Units:

- The tile wall shelving units has been taken off the agenda.

Computer Technology Support

- Sarah recommends going with Equitous. Terms are December 1, 2018 til June 30, 2019 for \$5,600.
- Sue Clohecy made a motion to accept Sarah's motion. Michelle Brock seconds. Sue Clohecy made a motion to take \$5600 from Memorial Gift Fund. Mary Saunders seconds. Unanimously approved
- 10% of material budget can be used for 4 new computers.

FY2020 Budget:

- The town is implementing new budget software to be used by all departments.

Director's Report:

Maintenance:

- Dave Broll was at the Library on 11/5 working on the new building skylight area that has leaking issues when we have a torrential rain. Had a small leak on 11/13 with heavy rain.
- Dave's Blades picked up the snow blower for a tune up on 11/7. The snow blower was returned on 11/9.

State Aid:

- The first state aid payment of \$5304.95 has been electronically received.

CPC Project:

- Sarah sent in a Project Suggestion Form to continue digitizing and microfilming the Georgetown Record issues. There is \$1229.20 left in the 110 newspaper digitizing account through CPA funds.
- The last newspaper we has digitized and microfilmed was the 2008 issues of the Georgetown Record. Looking for funding for 2009-2019, the estimate from Northern Micrographics is around \$16000.
- The Georgetown Historical Commission is aware of this Project Suggestion Form, as they have applied in the past on our behalf.

Staff News:

- Cathy attended the Perley Preschool Open House on 10/18. She attended the Kindergarten Readiness Meeting and Literacy Night at Penn on 10/24.
- Cathy, Sharon, and Jodi attended a workshop at the Flint Memorial Library in North Reading on 11/2. This workshop gives library staff the tools and vocabulary they need to better communicate with parents and teachers, and to provide stronger readers' advisory and reference service to their whole educational community. They discussed "text complexity" and reading levels, the difference between non-fiction and "informational text", and how to use educational standards to inform your work.
- Ruth attended a Search Strategies Training on 10/24 and a Circulation Q&A on 10/31 at MVLC Central Site.
- Emily attended the MVLC Teen Roundtable meeting at the Wilmington Memorial Library on 10/18. Emily also attended the YALSA Symposium from 11/2 to 11/4, which took place in Salt Lake City, Utah
- Sarah attended Department Heads meeting on 11/7.
- The MVLC Circulation/LL Committee held their November meeting at the Georgetown Peabody Library on 11/14.

New Business:**Bill/Payroll Designee:**

- A motion by Chris Laut was made to have the Chairman (Kevin Moran) sign the bills and payroll each week with Mary Saunders and/or Susan Clay as designated back-ups. Sue Clohecy seconds. Unanimously approved.

Holiday Party:

- The Holiday Party will be held at Mary Saunders on Friday, December 7th at 5:30 PM.

Claire's Retirement:

- A retirement party will be held for Claire Spirito on Friday, November 16th. The Town will send Claire a proclamation. Patron may wish Claire well during Library hours.
- The Trustees and co-workers will wish Claire the best at Sharon's home after work.
- Thank you Claire for many years of service.

Friends Report:

- Books in Bloom will be held on Saturday, May 4, 2019. There will be a Quilt Show in conjunction with Books in Bloom.

- The Book Sale will be March 22, 2019 thru Monday, March 25, 2019 (Bag Sale).
- Friends membership will increase on January 1, 2019. Seniors, \$10 Individual, \$15 Family, \$20
 - Those who paid memberships this fall will be considered paid for the entire 2019 year.

Adjournment:

Kevin Moran moved (Sue Clohecy seconds) that the meeting be adjourned at 8:48 PM. Unanimously approved.

Prepared by Susan Clay on December 15, 2018. Next meeting: December 19, 2018