



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

**MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING**  
**Wednesday, January 9, 2019**

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

**Absent:** Chris Laut

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

**Secretary Minutes:** Sue Clohecy made a motion to accept November 14, 2018 meeting minutes. Mary Saunders seconds. Unanimously approved.

Mary Saunders made a motion to accept December 15, 2018 meeting minutes. Sue Clohecy seconds. Unanimously approved.

**Old Business:**

**Security System:**

- The invoice for the installation has been received. \$1,708.01 will come out of state aid when next weeks bills are paid.

**Technology Support:**

- Christine was at the Library on Wednesday, January 9<sup>th</sup> from 1 to 5 PM. The WiFi is slow due to the current bandwidth speed, which is free. Increasing the bandwidth speeds for 30+ devices will cost money. Increasing the bandwidth should help with internet/computer speeds on our public computers. Sarah will ask Friends for money to cover the bandwidth speed increase.

**Library Director Contract:**

- Kevin should have a contract ready for the Trustees to review at the February meeting.

**FY2020 Budget:**

- FY2020 budget is due on 1/14, level services budget. Sarah will be submitting the budget through the new software, ClearGov. The training went well with the new software, very easy to input numbers as well as add notes and attachments to each line item for the Town Administrator to view.
- Sarah will not be able to input the Personal Services, only the Purchases and Services (similar to last year).
- A motion was made by Mary Saunders to accept the purchases and services budget. Sue Clohecy seconds. Unanimously approved.
- Increase in Library Director and Library Pages salaries in Fy19 (which were located in Admin Line item) will be carried over into library's FY20 budget.

- Finance Committee members were only assigned to be representatives to the big department (School, Police, Fire, Highway).
- Budget Presentation to Finance Committee is on Saturday, February 9. Time 8:30.

### **Director's Report:**

#### **Ethics Test:**

- Time to take the Ethics Test. Once you have printed off your completion certification either give it to Sarah or bring it over to the Town Clerk's office. Sarah will also need everyone to sign the "Acknowledge of Receipt".

#### **Staff News:**

- Sarah attended the Department Head Budget training on 1/3 and a CPC meeting on 1/8.
- Cathy attended a Penn Brook School Council meeting on 1/9.
- Claire is officially off the payroll as of 1/2/19.
- Ruth's schedule has changed to assist us now that Claire's position is open. Ruth will be working Mondays 1-8, Tuesday 12-8, Wednesdays 1-6, Fridays 9-1, and some Saturdays. She will work later on Fridays if there is staff taking vacation on Fridays.

#### **Staff Reviews:**

- Sarah is working on staff reviews and hopes to meet with staff this and next month if needed.

#### **CPC Project:**

- Sarah attended the CPC meeting on 1/8 in regards to the newspaper digitization request. There was a question on whether libraries are still microfilming newspaper/town reports/documents as they are wondering if the newspapers should just be digitized at this point on. Sarah has asked all the libraries in MA this question and is getting replies back that she will send to CPC.

#### **Job Description:**

- Mary Saunders made a motion to remove the Senior Library Technician – Cataloging job title. Sue Clohecy seconds. Unanimously approved.
- Sue Clohecy made a motion to accept the new Cataloging and Reference Librarian job title. Mary Saunders seconds. Unanimously approved.
- Sue Clohecy made a motion to accept the new Senior Library Technician – Circulation job title. Mary Saunders seconds. Unanimously approved.

### **New Business:**

#### **Narcan Discussion:**

- The Trustees and the Library Director had a discussion whether the Library should have the drug Narcan.
- Sue Clohecy made a motion to keep doing what we are doing now – call 911 if there is an emergency. Kevin Moran seconds. Unanimously approved.

#### **Friends Report:**

- The Book Sale is Friday, March 22 thru Monday, March 25. Sale hours are the same as Library hours for Friday, Saturday, and Monday. Bag sale on Sunday will be from 1:00 – 4:00 PM. The bag sale will continue on Monday.
- The 2019 Books in Bloom will be Saturday, May 4, 2019

### **Adjournment:**

Sue Clohecy moved (Kevin Moran seconds) that the meeting be adjourned at 8:05 PM. Unanimously approved.

Prepared by Susan Clay on February 5, 2019. Next meeting: February 13, 2019.