



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, February 13, 2019

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

Absent: Mary Saunders

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

Secretary Minutes: Sue Clohecy made a motion to accept the January 9, 2019 meeting minutes. Michelle Brock seconds. Unanimously approved.

Old Business:

Library Director Contract:

- Kevin has the Town of Georgetown Personnel Handbook and is putting together a contract for the Trustees to vote on.

FY2020 Budget:

- FY2020 Budget was submitted to the Finance Committee on Saturday, February 9th.

Director's Report:

Cataloging and Reference Librarian Position:

- As of February 11, Michele Augeri has been promoted to Cataloging and Reference Librarian. The Town Treasurer and Town Administrator/Personnel Director have received the promotion letter. Sarah has a copy of Michele's offer letter from the town.

Senior Library Technician (Circulation) Position:

- The job is currently posted at the Town Hall and in the library.

Board Games:

- The collection of 30 board games has been cataloged and is now circulating. Board games can circulate for 3 weeks. They are holdable and for pick up in Georgetown only. They cannot be returned to other libraries or in our book drops.
- The intended audience for these games is teens and adults. The board games are located in the Teen Room so when requested by patrons, staff members will go back to get them.

Technology Support:

- Christine Letterman was here on Wednesday, February 6 from 1 to 5 pm. Sarah is finding out a lot of information and is keeping documentation.
- These past few months the library has been having intermittent Wireless connection problems. Christine Letterman is working on this, but we may have to replace our WAPs (Wireless Access Points), as they are very old.
- MVLC can assist with the replacements; total cost for the equipment is \$591.29.
- Sarah has reached out to Mike Farrell to see if there is anything to be done that the town can assist with in regards to our bandwidth speeds and our WAPs. He sent Red Kelly over. Red

recommended speaking with Carol Jacobs to see if the Library can connect to Perley and/or GMHS and piggy back on their excellent internet speeds since the library higher usage is during the down usage at the schools. Sarah emailed Carol on 2/5, yet to hear back. Red also recommended replacing our WAPs, which his company can do, but we would not own the WAPs (it would be leased out) and we would have to pay \$325 monthly for a "3 year support agreement" with Red's company.

Maintenance:

- The Fire Department Inspection occurred on 1/29. Some items for the library to take care of:
 - Move items that were underneath sprinkler in Children's storage room **(done)**
 - Remove cardboard boxes in Mechanical Room 1 **(done)**
 - Some emergency lights were out **(done, electrician took care of that)**
 - Paint cans in storage room upstairs need to be taken to the dump
- A couple of items the Fire Department will take care of (low battery in AED door, outdoor lock box is rusty). The Fire Department has Sarah's cell phone number in case of emergency. Sarah gave them Kevin's cell phone number in case of an emergency and if she could not be reached.
- When George from Francis Maroney finished the HVAC Winter Preventative maintenance, he stated in his work performed that the exhaust bathroom fans should be replaced. Bad bearing, very noisy and shaking. A quote from Francis Maroney is for \$3,320. Dan Birarelli came by on 1/23 to see if this was something he could do, but he believes it is more of an HVAC job and he wouldn't have the supplies/tools on hand like the HVAC companies would.
- The area that leaked in the YA section that led to a ceiling tile collapse in November is leaking again. Jake from Aulson Roofing is coming in to check it out again.

CPC Project:

- CPC voted to approve \$16,000 for the 2009-2019 Georgetown Record newspaper digitization request.
- Next step will be the CPC's Public Information Meeting on April 9th and then Town Meeting on May 6th.
- Chris Comiskey had requested to see if could have the 1921-1925 Georgetown Advocate magazines microfilmed/digitized/scanned. The First Congregational Church published these issues. Sarah has received a quote from Northern Micrographics for \$739.63. There is currently \$1200.20 left in the current 110 digitization account so the issues will be sent out soon.

Staff News:

- Ruth attended the MVLC Circ/ILL Meeting in Westford on 1/16.
- Sarah attended the Small Libraries Directors Roundtable in Rowley on 1/23 and the Department Heads meeting on 2/6.
- Cathy attended a Kindergarten Readiness meeting on 1/23, a MVLC Children's User Group meeting on 2/11, and a Penn Brook School Council meeting on 2/13.
- Cathy and Sharon attended an Under 10's meeting on 2/11.

Staff Reviews:

- Sarah is in the process of meeting with the staff for reviews.

New Business:

No new business

Adjournment:

Sue Clohecy moved (Chris Laut seconds) that the meeting be adjourned at 8:10 pm. Unanimously approved.

Prepared by Susan Clay on February 28, 2019. Next meeting March 13, 2019