



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

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

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

Absent: Kevin Moran, Mary Saunders

Call to Order: Meeting called to order at 7:08 PM

Secretary Minutes: Chris Laut made a motion to accept the February 13, 2019 meeting minutes as amended. Sue Clohecy seconds. Unanimously approved.

Old Business:

Technology Support:

- Christine Letterman was here on Wednesday, March 13 from 1 to 5 pm.
- 3 out of the four WAPs (Wireless Access Points) are dead. The one that is working you can't physically see, but know it is up in ceiling tiles between the old building and the new building.
- Due to some continued wireless connection problems on 2/26, 2/27, and 3/1, Sarah made an executive decision to contact MVLC to assist installing new WAPs, total cost will be \$591.29. Tom from MVLC will set these up on March 25th.
- Chris Laut made a motion to have the work done, costing no more than \$600.00. Sue Clohecy seconds. Unanimously approved.
- Tom from MVLC installed 3 new computers up at Reference on 2/25. Total cost \$2,287.77. This cost will come out of the materials budget in our databases/equipment line item (10% of our materials budget can go towards public computer/tech purchases). All of the other public computers need to be replaced (very old) so Sarah will be doing this bit by bit with MVLC in FY19/FY20. Next replacement will be the Children's Room public computers.

FY2020 Budget:

- Finance Committee will have a final decision by March 27. Deficit total: \$470,000.
- \$200,000 in cannabis revenue for FY20 (Healthy Pharms), but will still be a \$270,000 deficit.
- The recent Board of Selectmen's meeting, indicated in order to get in balance they are cutting FY20 fund requests from fire, school, treasurer, tree warden, and library.

Director's Report:

Senior Library Technician (Circulation) position:

- As of March 11, Ruth Shores has been promoted to Senior Library Technician – Circulation. Town Treasurer and Personnel Director have received the promotion letter. Sarah has received a copy of Ruth's offer letter from the Town.

Library Technician position:

- Sarah will hold off until April to advertise for this position.

- The hours for this position will be Tuesdays 4-8, Wednesdays 5-8, one to two Saturdays a month 9-1 as well as additional hours if coverage is needed. This is a non-benefited position (sick time only).
- Sue Clohecy made a motion to approve the Library Technician – Circulation job description with amendments. Michelle Brock seconds. Unanimously approved.

Maintenance:

- The State Elevator Inspection occurred on 2/22. All good.
- The YA section that led to a ceiling collapse in November was leaking again. Jake from Aulson Roofing was supposed to come out on 2/15. He did not show up or return Sarah's calls/voicemails to his cell phone and my calls to Aulson Roofing. Tewksbury Library recommended Marshall Roofing based in Peabody. Jerry from Marshall Roofing was supposed to come out on 2/26 or 3/1. No show. On 3/1, Nick from Aulson Roofing showed up and found a couple of holes up on the roof. He patched them up for us. Total cost \$275.00, taken out of Peabody Fund. Sarah will continue to monitor before replacing with new ceiling tiles.
- Chris Laut made a motion to approve Francis H. Maroney, Inc. proposal to replace exhaust bathroom fans and approval of not more than \$3500 to come from the receipt of anticipation of state aid. Michelle Brock seconds. Unanimously approved.

Staff News:

- Sarah attended Department Heads meeting on 3/6.
- Cathy attended a Kindergarten Readiness meeting on 2/27, a Summer Reading Workshop at the Topsfield Public Library on 3/8, and a Penn Brook School Council meeting on 3/13.
- Cathy also attended a NASA STEM Workshop in Rhode Island on 3/5 and 3/6. This two day, hands-on space science-themed workshop provided activities and content to prepare public library staff for the 2019 Summer Reading program, A Universe of Stories.

Staff Reviews:

- Sarah needs to schedule Sharon's review, and then the reviews will be complete.

New Business:

Friends Report:

- The Book Sale is Friday, March 22 through 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 on Saturday, May 4, 2019

Adjournment:

Sue Clohecy moved (Michelle Brock seconds) that the meeting be adjourned at 7:52 pm. Unanimously approved.

Prepared by Susan Clay on March 27, 2019. Next meeting on April 10, 2019