



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, April 10, 2019

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

Absent:

Call to Order: Meeting called to order at 7:03 PM

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

Old Business:

Library Director Evaluation:

- Mary Saunders compiled Sarah's evaluation and presented it to Sarah and the Trustees.

Technology Support:

- Christine Letterman from Equitous was here on Wednesday, April 10, 2019 from 1 to 5 pm.
- Tom from MVLC installed our new WAPs (wireless Access Points) on Monday, March 25. The Library now has 5 WAPs situated across the building. No wireless connection issues so far.
- Sarah has ordered 4 new public PCs for the Children's Room through MVLC, total \$2882.48 (coming out of materials budget). They should arrive by the end of April.
- MVLC is working on having both our public and staff networks upgraded to 100 Mbps speed by FY2021. They currently negotiate our staff network, not our public network.

FY2020 Budget:

- FY2020 budget number for library is \$376,706 rather than the requested \$396,706.

Director's Report:

Library Technician Position:

- The job has been posted at Town Hall, the Library, the Library's website and on the MVLC Library jobs webpage. Seven applicants so far, 3 Sarah feels warrant interviews. Interviews will take place within the next two weeks.

Maintenance:

- L.W. Bills will be here on Wednesday, 4/18 for the Fire Alarm/Fire Sprinkler/Fire Extinguisher inspection.
- George from Francis Maroney was here on 3/27 replacing the bathroom exhaust fans. The work was completed on 3/29. The bill of \$3,320 was received on 4/5 and will be included in the next bill warrant cycle.

State Aid:

- Our final state aid payment for FY19 for \$5,459.76 will be arriving electronically to the Town in a few weeks.

Local History Room:

- Michele has begun work on organizing the Local History Room. She will spend most of her Tuesdays on this project while Sarah covers the Reference Desk. The information we received from Evan Knight as well as Michele attending the New England Regional Genealogical Conference has given us ideas on how best to display the Local History collection and other local and online resources we can use. This will be a long-term project so please stay tuned.

CPC Project:

- Newspaper digitization project was presented at the CPC Public Information Hearing on 4/9. The project is on the warrant for the 5/6 Town Meeting.

Staff News:

- Sarah attended the MLVLC Membership Meeting on 3/19 in Rowley, Department Heads meeting on 4/2 and the CPC Public Informational Hearing on 4/9.
- Emily attended the MVLC Teen Roundtable on 3/14 in Haverhill.
- Ruth attended the MVLC Circ/ILL Meeting on 3/20 in North Andover.
- Evan Knight, MVLC Preservation Specialist, came to the Georgetown Peabody on 3/29 to view our local history room and meet with Sarah and Michele to discuss ways to improve access to our collection.
- Michele attended the MVLC Tech Services meeting on 3/12 in Merrimac. She also attended a Baker & Taylor and Ingram info session on 3/14 at MVLC central site. Michele attended the New England Regional Genealogical Conference on 4/3 in Manchester, NH.
- The staff had Office 365 Training at the library on 3/18. Presented by Alicia from MVLC. The staff also had a Collection Analysis and Weeding Training at the library on 4/1. Presented by Molly from MVLC.
- Cathy attended a Kindergarten Readiness meeting on 3/20 and a Penn Brook School Council meeting on 4/10.

New Business:**Old Library Area:**

- Sarah would like to have comfortable seating around the fireplace. The old circ desk will have to be removed; the town will have to claim it obsolete in order to have it removed.

Rainbow Flag:

- Mary Saunders made a motion to accept the Rainbow Flag donated by the Nevins Library. Sue Clohecy seconds. Unanimously approved.

Friends Report:

- Books in Bloom is on May 4, 2019 from 6:30 - 9 pm.

Adjournment:

Chris Laut moved (Sue Clohecy seconds) that the meeting be adjourned at 9:03 pm. Unanimously approved.

Prepared by Susan Clay on April 16, 2019. Next meeting on May 8, 2019