



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, May 8, 2019

Present: Michelle Brock, Susan Clay, Kevin Moran, Mary Saunders, and Library Director Sarah Cognata

Absent: Sue Clohecy, Chris Laut

Call to Order: Meeting called to order at 7:05 pm

Secretary Minutes: Michelle Brock made a motion to accept the April 10, 2019 meeting minutes. Mary Saunders seconds. Unanimously approved.

Old Business:

Old Library Area:

- The old circulation desk is part of the surplus list that will go before the Board of Selectman at their May 20th meeting.

Computer Technology Support:

- Christine Letterman from Equitous will be at the Library on Wednesday, May 15 from 1 to 5 pm.
- The 4 new public PCs for the Children's Room will be installed in a couple of weeks.

FY2020 Budget:

- \$396,706 was requested for FY20, the Finance Committee approved \$376,706. This is an increase of \$25,429 from FY19 Budget.

Garden Tools:

- Michele presented the idea of creating a Garden Tool Lending Library. It would consist of storing unique tools, only needed occasionally, ones that people don't necessarily wish to purchase, but would like to be able to borrow. None of them would be electrical, and they would be the type that would be easy to clean and maintain.
- The money would come from a gift from the disbanded Georgetown Country Gardeners, the Friends maintain this restricted account.
- Michelle Brock made a motion to accept the Garden Tool Lending Library pending approval of a waiver and indemnification agreement from Mike Farrell and Town Counsel. Mary Saunders seconds. Unanimously approved.

Library Director Contract:

- Mary Saunders has sent the contract to Mike Farrell and Town Counsel for approval.
- Trustees will vote on the contract after approval.

Director's Report:

Maintenance:

- L.W. Bills was at the Library on Wednesday, April 18 for the Fire Alarm/Fire Sprinkler/Fire Extinguisher Inspection. All is good. 10 out of 13 extinguishers were replaced.

CPC Project:

- Town Meeting approved \$16,000 available to be used starting July 1, 2019 to microfilm and digitize 2009 to 2019 Georgetown Record Issues.

Library Technician Position:

- Gemma Doyle has started as the new part-time Library Technician this week. Gemma works full time at EBSCO, but is also an on call substitute at the Newburyport Library. She has experience with Symphony, collection development, reader's advisory, tech help, and more. She previously was the YA Librarian in Dracut a few years back. Sarah thinks she will be a great fit here.

Weeding Project:

- The spring weeding project of the adult collection has started, using the CREW (Continuous Review Evaluation and Weeding) method as taught by Molly from MVLC at last month's training.

Young Adult Collection:

- Emily is adding genre labels to the YA books. She is about halfway through this project. For instance, when browsing the YA books you will see genre labels such as mystery, fantasy, realistic fiction, romance, science fiction, sports, and more! These might help our reluctant readers who may feel nervous to ask for reader's advisory help.
- The genre labels and the extra hours that Emily is putting into the books are funded through the LSTA grant.

Staff News:

- Sarah attended a Small Libraries Directors Roundtable on 4/24 in Boxford.
- Michele attended a Train the Trainer: Alternatives to Cable on 4/30 at MVLC Central Site.
- Bridget from MVLC presented a Novelist Training at the Library on 4/29.
- Cathy attended a Kindergarten Readiness meeting on 4/24, a MVLC Children's Meeting on 4/30 in Wilmington, and a Penn Brook School Council meeting on 5/8. She also attended the Penn Brook Kindergarten Info Night on 5/2 and the NOBS Power Breakfast on 5/3 at the Reading Public Library which had presentations for kid and teen programs including teen winter clubs, pop-up play, dual-language story times, after-school programs and more.
- Jodi is graduating from Simmons with her MLS (School Library Teacher concentration) on 5/17. The staff will be celebrating with pastries and fruit at our staff meeting on 5/10. Congratulations Jodi from the Trustees!

New Business:

AV System:

- Kevin Moran made a motion to accept the lowest bid from Pro AV System for the Conference room audio system and a Standard Laser Projector. The monies will come from State Aid and the Memorial Fund. Mary Saunders seconds. Unanimously approved.

Friends Report:

- Books in Bloom was a success with many beautiful arrangements. The Friends made \$3,000.00, which helps cover the summer reading programs. Thank you to everyone who helped make this happened.

Adjournment:

Michelle Brock moved (Mary Saunders seconds) that the meeting be adjourned at 8:53pm. Unanimously approved.

Prepared by Susan Clay on May 22, 2019. Next meeting is on June 12, 2019