



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

## **MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING**

**Wednesday, October 9, 2019**

**Present:** Michelle Brock, Chris Laut, Mary Saunders, Kevin Moran, Library Director Sarah Cognata

**Absent:** Sue Clay, Sue Clohecy

Meeting begun without a quorum

### **Discussed**

- Old Library Area
  - Sale and removal of old oak circulation desk for \$100.
  - Sources for comfortable chairs for new reading area by fireplace.
- Community Outreach goal
  - Postcards prepared by Sarah to send to new residents.
  - Suggestion to place some at Longview Apartments near door to pool.
  - Discussed improvements to draft of Community Outreach brochure

**Call to Order:** Meeting called to order at 7:50 PM when Michelle Brock arrived.

**Minutes:** September minutes were not available.

### **Director's Report**

- Trustees discussed need for Thursday hours
- Plan to draft a petition for residents to sign re: Thursday hours for approval at November meeting.
- Sarah and available Trustees will attend Special Town Meeting, October 28.

### **Library Technician Position:**

- After discussion, Sarah decided to repost library technician position as starting at 3PM on Tuesdays and Wednesdays. Will be reposting the position.

### **Teen Librarian Position:**

- Sarah along with interview committee are in the process of interviewing two candidates.

### **MVLC News:**

- Patrons will soon be able to opt in for email alerts when their favorite authors publish a new book. This is a new service called Author Alerts which we will receive as part of MVLC membership.

## **Staff News:**

- Ruth attended an Autism Beyond the Children's Room training at the Hamilton-Wenham Library on 9/26. Beginning with an overview of Autism Spectrum Disorder, the workshop will progress into facilitating smooth transitions from the Children's Room through Young Adult and Adult services. Ideas and tips will be presented for every department - from Reference to Circulation, Programming to Technical Services. Outcomes: Better understanding of the potential motivation behind Autistic behaviors; great insight into communicating with individuals on the spectrum; and concrete ways to make the Library more disability-friendly.
- Michele has been meeting with Karen Brockelbank over at the Georgetown Historical Society. The GHS are working on purchasing a new database for the GHS's collection. The hope is that the library will be able to have access so we can see what GHS has to point patrons in the right direction. Michele has also re-started her project to clean up and organize the Local History Room.
- Cathy and Sharon attended an Under 10's meeting on 9/30 at the Flint Public Library in Middleton.
- Cathy attended a Performer's Showcase meeting held by NOBS at the Flint Public Library in Middleton on 9/23. This showcase is a great way for Cathy to get ideas for next summer's reading program. She also attended a NOBS meeting on 10/7.
- Cathy attended a What is Media Mentorship?: Screens, Libraries, and Kids workshop at the Hamilton-Wenham Library on 10/2. This workshop covered the three types of media mentorship: media advisory and evaluation, programming, and supported access to curated content.
- Sarah attended Department Heads meeting on 10/2.

## **New Business:**

### **FY2019 Town Annual Report:**

- Trustees read and agreed with FY2019 Town Annual Report which will be submitted by Sarah.

### **Automatic Renewals:**

- Chris proposed (Kevin seconded) Trustees approve MVLC's proposal for automatic renewal of materials when due date approaches. Unanimous approval.

### **Photo and Video Recording Policy:**

- Chris proposed (Kevin seconded) Trustees accept the amended Photo and Video Recording Policy submitted by Sarah. Unanimous approval.

### **Friends Report:**

- Friends will pay \$245 for outdoor faucet replacement by Nunan's Plumbing. Library will pay for interior wall repair. Chris suggested shutting off and draining during winter months.
- A memorial bench and Michelle Patten bench repair are being considered by Friends. Chris question how this relates to policy of not putting plaques on furniture in library.
- Annual book sale will be held in March. Preparation March 18 & 19, Sale March 20-24.

### **Bills/Payroll Report:**

- Kevin reported on bills and payroll.

## **Adjournment:**

Meeting was adjourned at 9:08 PM

Prepared by Mary Saunders on October 10, 2019. Next meeting: November 13, 2019.