



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

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

**Wednesday, September 11, 2019**

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

**Absent:** Mary Saunders, Kevin Moran

**Call to Order:** Meeting called to order at 7:45 PM

**Secretary Minutes:** Sue Clohecy made a motion to accept August 14, 2019 meeting minutes with amendments. Michelle Brock seconded. Unanimously approved.

### **Old Business:**

#### **Old Library Area:**

- Chris Laut is going to put the old circulation desk on Facebook

#### **Garden Tools:**

- This project is on hold until spring for soft opening

#### **Outdoor Faucet:**

- Sarah received a replacement quote from Francis Moroney and a repair quote from Burke & Sons.
- Sarah requested Burke & Sons to send a replacement quote, but has not received one.
- The Friends have agreed to pay the total amount as long as it is under \$900. The Friends have asked for another company to send a quote so there would be two quotes to review and vote on.
- Sarah left a voicemail at Stark & Cronk Plumbing on Sept. 4, no call back.
- Terry Palardy contacted Mike Anderson from GMHS to help out. Mike brought over Matt Nunan from Nunan's Plumbing to take a look. Sarah is waiting on repair and replacement quotes from Nunan's.
- Bill Hastings spoke with the Town Planner and the town's plumbing inspector was going to check it out on Sept. 5. Sarah has not heard from them.

## **Director's Report**

### **Maintenance:**

- The upstairs men's bathroom toilet was leaking on August 30. Steve from Francis Maroney came out that day to repair it.
- There was a bat in the library on August 26, which the staff was able to get outside.

### **Saturday Library Technician:**

- Deanna Keevan will be the new Saturday Library Technician. She is a 7th/8th grade religion teacher at St. John's Prep. She has been a volunteer at other libraries. She starts Saturday, September 21. She was trained by Cathy on September 7.

### **Library Technician Position:**

- Gemma has resigned and her last day will be Wednesday, September 25. Sarah would like to add additional hours to this position for staffing at the Circulation Desk in the afternoons when children get out of school. Sarah would like to increase position's hours from 7-11 to 12-16.
- Susan Clohecy made a motion to add four hours a week to the Library Technician - Circulation position. Additional salary funds will come out of State Aid as a line item transfer if additional funds are needed. Michelle Brock seconded. Unanimously approved. Sarah will increase position's hours from 7-11 to 12-16 hours.

### **Teen Librarian Position:**

- Emily has accepted a position as Teen Librarian at Tewksbury Public Library. Her last day in Georgetown will be Saturday, September 28. Emily has reviewed the Teen Librarian job description and suggested edits. Job to be posted. Michele and Cathy will be part of the interview process as well as a teen representative.

### **Summer Reading Events Report:**

- Children's - 27 events, 973 total attendance
- Teens' - 25 events, 160 total attendance
- Adults' - 7 concerts, 245 total attendance

### **Staff News:**

- Sarah attended the MVLC Executive Committee meeting on August 20, Department Heads meeting on September 4, and the MVLC Teen Roundtable along with Emily at our library on September 12.
- Cathy attended the MVLC Children's Meeting on September 9.

### **New Business:**

No new business

### **Adjournment:**

Sue Clay moved (Susan Clohecy seconded) that meeting adjourned at 8:39 PM.

Prepared by Sue Clay and Mary Saunders on October 19 and 20, 2019.

Next meeting: November 13, 2019.