



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

**MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING**  
**Wednesday, December 11, 2019**

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

**Absent:** Sue Clohecy and Mary Saunders

**Call to Order:** Meeting called to order at 7:10 PM

**Minutes:** Chris Laut made a motion to accept the November 13, 2019 minutes. Michelle Brock seconded. Unanimously approved.

**Old Business:**

**Old Library Area:**

- Sarah sent an email on November 27 in regards to donating one of our study carrels as well as the chairs to the Youth Center. No response.

**Outreach – Community Brochure, Postcard:**

- Thom Berube from the Assessor's Office said he could include the postcard with the sales questionnaires that they mail out to new owners.
- We not only reach the appropriate people but also eliminated the postage fees.
- Sarah brought 50 postcards to the Assessor's Office on November 27.
- Sarah still has 75 postcards left in the office, a portion of which she plans to bring to Longview Apartments.
- The Community Brochure was sent to all Town Department Heads for review on December 4. Waiting for comments before taking this to the Board of Selectmen.

**FY2021 Budget:**

- A motion was made by Chris Laut to accept the FY2021 Budget. Michelle Brock seconded. Passed unanimously.
- This budget is due at the end of December.
- The Finance Committee is meeting on Saturday, February 8th at 8:30 AM with Department Heads.

**Holiday Party:**

- The party will be held at Michelle Brock's house on Friday, January 3 with all staff invited.

## **Director's Report:**

### **CPC Project:**

- Sarah submitted a Project Suggestion Form to the CPC to replace the open shelving in the Local History Room with floor-to-ceiling cases fastened to the walls and having glass doors which could be locked.
- Sarah spoke with CPC members on December 10 regarding the project.
- This will keep dust and mold contained and help preserve the collection.
- Michelle Augeri continues to organize and document the collection.
- Ken Kumph from Premier Builders gave preliminary estimate of \$25,000.

### **Maintenance:**

- Outdoor water faucet replacement complete. Friends paid \$245.00. School Department took care of patching and painting at a cost of \$44.04 for paint.
- Snow blower was tuned up at a cost of \$175.00.
- Septic tank was pumped out at a cost of \$310.00.
- Dan Birarelli replaced some indoor lights on December 5. Sarah is waiting for him to finish some outdoor lights.
- One of the front doors is catching making it seem as if it is locked when people try to open the door. Sarah is working with In & Out Doors to have this repaired soon.
- One of the windows in the old library area has cracked including a small hole. Mike Anderson from the School Department examined it on November 30. No repair yet.

### **Staff News:**

- The library is now fully staffed.
- Sarah attended the MVLC Executive and Membership meeting on 11/19 at the Flint Memorial Library in North Reading. She also attended Department Heads meeting on 12/4 and a CPC meeting on 12/10.
- Cathy went to a Girl Scouts meeting on 11/18 where she read some books to them. She also attended a Penn Brook Kindergarten Readiness meeting on 12/6 and Penn Brook School Council meeting on 12/11.
- Cathy purchased new toys for the play area in the Children's Room. This was paid for with the Michele Patten fund.
- Ruth attended the MVLC Circ/ILL meeting on 11/20 at the Nevins Memorial Library in Methuen
- Haley will be attending the MVLC Teen Roundtable meeting on 12/12 at the Amesbury Public Library and will be teaching the database research class to the 10th graders on 12/16.

### **New Business:**

#### **Friends Report:**

- The Friends did not meet in December.

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

- Kevin reported on bills and payroll.

### **Adjournment:**

Meeting was adjourned at 7:55 PM.

Prepared by Mary Saunders from Sue Clay's notes on January 4, 2020.

Next meeting: January 8, 2020.