



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

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

**Wednesday, January 8, 2020**

**Present:** Chris Laut, Kevin Moran, Mary Saunders, Sue Clay, Library Director, Sarah Cognata

**Absent:** Sue Clohecy and Michelle Brock

**Call to Order:** Meeting called to order at 7:07 PM

**Minutes:** Chris Laut made a motion to accept the December 11, 2019 minutes. Sue Clay seconded. Unanimously approved.

### **Old Business:**

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

- Since the School Department didn't respond to the offer of the study carrel, Sarah will list the carrel on the freebies libraries listserv.

#### **Outreach – Community Brochure:**

- Department Heads comments and suggestions have been incorporated.
- Mary Saunders made a motion to approve the Community Brochure. Kevin Moran seconded. Unanimously approved.
- Now it is ready to present to the Board of Selectmen.
- Trustees will revisit brochure wording annually in January.

#### **FY2021 Budget:**

- The budget with Thursday hours and salary increases was submitted.
- The Town Administrator has copies of all the other versions.
- Finance Committee meets Saturday, February 8 at 8:30 AM to hear from departments. Trustees encouraged to attend.
- Staff continues to collect signatures on Thursday hours petition.

#### **Director's Report:**

##### **Staff Reviews:**

- Under way - to be completed by the end of the month. Haley's 90 day review will be at the beginning of February using the same format.

**Board Games:**

- They have been circulating for a year.
- Haley suggested that games be displayed on bookcase at top of stairs for more visibility.
- Significant increase in circulation, request for children's games now.

**Computer/Technology Updates:**

- Tom from MVLC replaced Director's and Children's Librarian's office computers which were oldest in the building.

**Maintenance:**

- Main entrance door: Locksmith was needed for the door sticking. Locksmith checked it out and mechanism appears to be working fine. He believes rock/debris were lodged under the door.
- Elevator/Building inspections: State elevator inspection is on 1/13. The Fire Department will also be here on that same day for building inspection.
- HVAC Winter PM: George from Francis Maroney was here on 1/3 conducting our winter preventative maintenance for our HVAC units.
- Glass window repair: Weaver Glass has been called. Sarah has other companies to contact as well.

**Staff News:**

- Cathy attended the MVLC Children's Group meeting on 12/16 at MVLC Central Site.
- Sarah attended the MVLC Executive Meeting on 12/17 through remote call in and attended Department Heads meeting on 1/8.

**New Business:****Teen/Community Room Discussion:**

- Teen Librarian, Haley Hart, came before the Trustees to propose that she explore the options for an additional space for the teens. Somewhere for them to go and not disrupt other patrons in the library.

**Friends Report:**

- The annual book sale will be held March 18 to 20. The bag sale will be Sunday and Monday.
- The League of Women Voters will have a speaker together with the historical society and the library sometime in May or June.

**Bills/Payroll Report:**

- Trustees need to be available to sign bills and payroll when the Chair is not available.
- Kevin will be away on February 10, 17, and 24.

**Adjournment:**

Meeting was adjourned at 8:17 PM.

Prepared by Mary Saunders from Sue Clay's notes on February 6, 2020.

Next meeting: February 12, 2020