



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, February 12, 2020

Present: Chris Laut, Mary Saunders, Sue Clay, Sue Clohecy, Michelle Brock, and Library Director Sarah Cognata

Absent: Kevin Moran

Call to Order: Meeting called to order at 7:08 PM

Minutes: Mary Saunders made a motion to accept the January 8, 2020 minutes as amended. Sue Clay seconded. Unanimously approved.

Old Business:

Old Library Area:

- Pioneer Valley Performing Arts Charter School is picking up the surplus study carrel on 2/21.

FY2021 Budget:

- Chris, Mary, and Sue Clay attended the FinCom meeting with Sarah.
- Petition had over 200 signatures
- Should have answer on Thursday opening by April 1.

Teen/Community Room Discussion:

- Haley Hart joined Trustees for discussion.
- Reported that Christi Showman Farrar from Massachusetts Library System met with Haley and Sarah.
- She toured the library and consulted about young adult areas
- Approved need for and location of new area.
- Said that moving the shelves would be the greatest expense.
- Haley to do further research including polling teens and visiting other libraries.
- Recommended decibel-level stop light for noise-level self-monitoring.

Director's Report:

Staff Reviews:

- Complete, except one new employee, Mary, who has not yet had enough hours.

Maintenance:

- **Elevator/Fire Department inspection**
 - o Library passed the state elevator inspection.

- Library in violation of three regulations with the Fire Department
 - 1) **Fire Alarm Annual Testing** - Showed most recent test date of 1/2013, but our fire alarms have been tested each year. Last time was April 2019. Sarah sent them the inspection form we received from LW Bills. Our next testing will be sometime in the spring.
 - 2) **5 Emergency lights** needed to be replaced - Completed on 2/4 by the School Department.
 - 3) Multiple repairs to our **sprinkler system**. A quote was received from LW Bills \$3058.64 for immediate repairs. Sue Clohecy moved, Michelle seconded that payment be made from the maintenance account. Unanimous approval.
- **Glass window repair:** Weaver Glass was here on 1/7 taking measurements for the cracked glass windows we had in the building. They repaired the cracked windows on 1/14. Total cost - \$254.50 for 4 cracked glass windows.

CPC Project (Local History Room Cabinets):

- Chris found lovely cases in library in Vermont. Shared contact.
- Trustees suggested Curtis Cabinetry in Georgetown as possibility.
- Aim is to get 3 quotes.

Staff News:

- Cathy, Sharon, and Ruth attended MVLC meetings.
- Cathy and Haley met with Collin MacDonald, GMHS Director of Curriculum and Instruction, on 1/15. Cathy attended the Penn Brook School Council meeting on 1/15 and 2/12.
- Michele attended a Special Collections Meeting on 2/4 at the Ipswich Public Library. This was a meeting with other MVLC librarians to discuss their local history areas and special collections.
- Sarah attended a Finance Committee meeting on 1/15 to discuss shared custodial/maintenance with the school, library, public safety building, and Town Hall.
 - Trustees concerned that custodial quality will decline.
 - Trustees agree with Sarah that town electrical and plumbing for small tasks may be desirable.

New Business:

Friends Report:

- Friends will send an “annual appeal” letter to the community with the electric bills.

Video Equipment in the Community Room:

- Never used
- Community TV has new employee who should evaluate and propose direction.

Library Director Evaluation:

- Mary will send evaluation forms for Sarah as library director to fellow trustees before the next meeting. Goal is to do the evaluation at the April meeting.

Adjournment:

Meeting was adjourned at 8:12 PM.

Prepared by Mary Saunders from Sue Clay’s notes on February 16, 2020.

Next meeting: March 11, 2020