



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, November 10, 2021

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

Absent: Sue Clohecy, Mary Saunders

Call to Order: Meeting called to order at 7:09 PM

Minutes: Chris motioned to accept October 13, 2021 minutes as amended, Sue Clay seconded. Unanimous vote.

Old Business

American Rescue Plan Discussion:

- Sarah submitted 3 requests: purchasing new staff computers, a permanent Story Walk on the library lawn, and upgrading our HVAC system since the system is already 14 years old.
- Chris from Cox Engineering (formerly Francis Maroney) met with Sarah on 10/15 to discuss upgrades to our HVAC system. We received a quote to replace all six existing units (American Standard) RTUs with a new Trane Rooftops with the same tonnage and BTUs as the existing units. Total cost: \$137,600.

Attic Reorganization:

- The chairs were approved for surplus by the Select Board on 11/1. Will offer to local schools/daycares or local libraries.

Director's Report:

Phone System:

- Hunt group is complete but wireless phone could not be installed due to software issues. Work continues to get it installed.

People Counter:

- People counter installed, but waiting for software set up.

Maintenance:

- **Water damage:** The area is now usable. Subtracting the policy deductible the reimbursement payment from MIIA will be \$3,627.55.
- **HVAC Fall PM:** Fall preventative maintenance has been completed by Cox Engineering.
- **Employee Entrance Door:** Staff door has been sticking so repairs were made. The bottom part of the door is rusting so a future replacement will be needed. Not necessary at this time.
- **Snow blower:** Snow blower will be picked up by Dave's Blades for maintenance.

Wage Classification Study:

- Interviews with library staff will be done the week of November 29th.

State Aid:

- Our first state aid payment of \$7,892.57 will be arriving electronically to the town in a couple of weeks.

Local History Room Storage Closet:

- Glenn Clohecy took a look at the closet with Michele on 10/29, but with his lack of insurance he provided us with a name and number of another company.

Staff News:

- Sarah will be bringing anticipated staffing changes for our December meeting.

New Business**Holiday Party:**

- A motion was made by Sue Clay to wait another year before we return to the tradition of a Library Staff/Trustees Holiday Party. In lieu of that, we will be providing a meal each day on Tuesday, December 21 and Wednesday, December 22.

New Year's Eve – Friday, December 31:

- Sue Clay motioned to close the library on Friday, December 31, seconded by Chris Laut. Unanimous vote.

Monthly Reports:**Friends Report:**

- Friends are purchasing three new (to the library) used tents for their Book Sale. They will be stored at the Library where the garden tools are stored.
- Author event has been scheduled: Stephen Puleo on Saturday, April 23, 2022

Bills/Payroll Report:

- Vendors are still having difficulties fulfilling orders. Back orders are starting to come in through Ingram.

Adjournment: Meeting was adjourned at 8:05 PM

Sue Clay moved; Chris Laut seconded. Unanimous approval.

Prepared by Michelle Brock on November 10, 2021

Next meeting: December 8, 2021 at 7:00 PM at the library