



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, December 8, 2021

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

Absent: Kevin Moran

Call to Order: Meeting called to order at 7:03 PM

Minutes: Sue Clay moved; Mary seconded; November 10, 2021 minutes approved as amended. Unanimous approval.

Old Business:

American Rescue Plan Discussion:

- Three budget requests were submitted: 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.

Attic Reorganization:

- CPC proposal necessary, consult with Georgetown Historical Society
- Staff library reorganization day was so successful that another may be planned and attic clean up to be included.
- Good discussion topic for long-range planning sessions.

Director's Report:

Phone System:

- Wireless phone isn't working yet.

People Counter:

- People counter is installed and working.

Teen Space

- Grant for new teen space of \$5,000 was approved. Check arrived from The Association for Rural & Smaller Libraries, Inc.

- Funds needs to be spent by December 31, 2022.
- Congratulations to Haley and Sarah.

Maintenance:

- **Water damage:** The water damage insurance reimbursement of \$3627.55 was deposited in Peabody Fund on Nov. 24.

Wage Classification Study:

- Staff interviews were the week of November 29. Consultant report due at end of January.

Circulation Statistics:

- Circulation is increasing.
- People counter readings are now included in the circulation report.

Staff News:

- Haley will conduct a database usage class for GMHS students on their field trip to the library on December 20.

New Business:

HVAC Repairs:

- Sarah presented quote from Cox Engineering for \$15,400 that would repair units #3 and 5 and units in mechanical room #1 and 2.
- Trustees discussed the fact that this is an expensive repair of 14-year-old equipment.
- Questioned need for more quotes. Wondered whether the town has responsibility and interest in replacement with energy-saving equipment.
- Wondered about urgency and reduced scope of repair given need for replacement.

Staffing Proposal:

- Temporary changes to be finalized when wage classification study complete
- Sarah proposes changing the Senior Library Technician to Circulation Librarian. The Circulation Librarian position would have a supervisory role **over** the **part-time** Library Technician and the substitute position as well as responsibility for the ordering/cataloging/processing of the adult fiction collection. Currently, Michele Augeri is ordering/cataloging/processing all of our adult fiction/non-fiction collections. If we can hand off half of the adult collection to someone else, she would then have more time to pursue reference and history collection access projects.
- New position would have slightly more hours and slightly higher wages. Present budget would have funds for change.
- Chris moved and Sue Clohecy seconded: The position of Senior Library Technician be changed to Circulation Librarian with duties and pay to be adjusted as proposed. Unanimous approval.
- Mary moved and Sue Clohecy seconded: Draft Library Organizational Chart be approved as submitted. Unanimous approval.

- Sue Clohecy moved and Sue Clay seconded: Draft Circulation Librarian Job Description document be approved as submitted. Unanimous approval.

Long Range Planning:

- Trustees discussed procedures for developing a new Long Range Plan due by October 2022
- Committee to be similar to previous with 2 Trustees, 1 or 2 representative(s) from Friends of the Library, 2 High School students, and 3 or 4 town library users.
- Asked Sarah to look into hiring the planning consultant used for the previous plan.

Monthly Reports:

Friends Report:

- Friends didn't meet in December.

Bills/Payroll Report:

- Ordered items are arriving in a timelier manner.

Adjournment: Meeting was adjourned at 8:10 PM.

Sue Clay moved; Chris Laut seconded. Unanimous approval.

Prepared by Mary Saunders on December 26, 2021.

Next meeting: January 12, 2022 at 7 PM at the library.