



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

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

**Wednesday March 9, 2022**

**Present:** Sue Clohecy, Mary Saunders, Kevin Moran (on Zoom), Sue Clay, Michelle Brock and Library Director Sarah Cognata

**Absent:** Chris Laut

**Call to Order:** Meeting called to order at 7:05 PM.

**Minutes:** Sue Clay moved; Sue Clohecy seconded; to approve February 8, 2022 minutes. Unanimously approved.

**Old Business:**

**American Rescue Plan Discussion:**

- Town Administrator has asked the Select Board to approve releasing \$15,400 in ARPA funds for the HVAC repair at the library.
- Kevin pointed out that we will probably need 3 quotes for HVAC repair if approved by the town.

**Long Range Planning Discussion:**

- Greg Pronevitz is preparing for the first session on Tuesday, April 26. He thinks our last long range plan was quite good.
- Funds to pay the facilitator will come from State Aid.
- Committee will consist of 2 Trustees (Sue Clay and Sue Clohecy), 2 staff (Haley and Mary), 2 Friends, 2 teens, and Ruth Shores is recruiting some community members.

**FY2023 Budget:**

- Town Accountant has requested budget from Sarah. Finance Committee has no meetings scheduled yet. Wage study has been further delayed.
- Mary moved (Sue Clay seconded) that the Trustees approve submission of budget version that includes our planned salary increases. Unanimously approved.
- Addendum to the submitted budget should state that these numbers could change based on the results of the wage study.

**COVID-19 Discussion:**

- Staff to continue with virtual programming in March. Ease into in-person in April.
- Board of Health lifted mask mandate. Librarians see about half the public still wearing masks. Some of the staff will continue to wear masks.

**Director's Report:****Wireless Phone:**

- Still not set up. Payment not to be made until it functions.

**Elevator Inspection:**

- Scheduled for 3/16. Alarm company and Fire Department to be present at same time.

**Charge card:**

- Town has issued a charge card for the library with Sarah's name on it. This should make some ordering situations easier. Spending limit is \$5,000.

**Staff News:**

- Haley will transition to the Circulation Librarian position in April. Sarah will begin advertising for a new Teen Librarian.
- Library is participating in a "March Madness" reading competition on Beanstack with other (big) libraries. Georgetown is in top position at the moment.
- Michele ordered the shelving system on 2/23 and it arrived on 3/1. Installation forthcoming.

**New Business:****Library Director Contract and Evaluation:**

- Mary or Sarah will find and send the present contract to the Trustees.
- Mary will send the Director's evaluation survey to Trustees to begin that process to be completed by April Trustees' meeting.

**Monthly Reports:****Friends Report:**

- Annual appeal has generated over \$3,000 in donations so far.
- Steven Puleo book talk scheduled for Saturday, April 23 (*Voyage of Mercy*).

**Bills/Payroll Report:**

- Sue Clay to sign on Mondays until Kevin returns.

**Adjournment:** Meeting was adjourned at 7:50 PM.

Sue Clohecy moved; Sue Clay seconded. Unanimously approved.

Prepared by Mary Saunders on March 15, 2022.

Next meeting: April 13, 2022 at 7 PM.