



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

**MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING**  
**Wednesday April 13, 2022**

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

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

**Minutes:** Chris moved; Sue Clay seconded; to approve March 9, 2022 minutes. Unanimously approved.

**Old Business:**

**American Rescue Plan Discussion:**

- Sarah obtained a quote of \$8,900 to repair HVAC units #3 and #5 as well as some repairs on other units from Premier Mechanical. This is much less than the previous quote from another company.
- Since it is under \$10,000, no further quotes needed. Town ARPA funds will cover the costs.
- Work will begin soon then Premier Mechanical will do the library's spring and fall preventative maintenance on the HVAC units.

**Long Range Planning Discussion:**

- Committee is set except for teens. Apparently those Tuesday nights have conflicts. Michelle will see what she can do at GMHS library.

**FY2023 Budget:**

- Sarah and some Trustees met with the Finance Advisory Committee on 3/30.
- Trustees discussed outcomes and difficulties.
- Trustees decided to have Mary, with Sarah's input, write a letter from the Trustees to Select Board Chair, Finance Committee Chair, and Town Manager requesting that Sarah get to revise the budget to fit the reduced figures and to ask for an explanation for the town funding shortfall. Also, where are the Finance Advisory Meeting minutes online?

## **Director's Report:**

### **Maintenance:**

- Elevator inspection finished. Library passed after the phone line to the elevator was reset by Verizon.
- Fire Alarm/Sprinklers/Extinguishers inspections scheduled for 4/20.

### **State Aid:**

- Library will be receiving \$7,905.31 from MBLC for our second state aid payment. This will bring the FY2022 total to \$15,797.88.

### **Teen Librarian Position:**

- Sarah posted the position and received five applications so far; two are local applicants.
- Interviews will begin soon.

### **Staff Reviews:**

- Completed as of 4/12.
- Cathy will conduct the Children's Room staff reviews.
- Starting next year, Haley will conduct the Circulation staff reviews.
- This is part of Sarah's plan to delegate such tasks to those principally involved.

### **Minute Madness:**

- GPL beat Wilmington Memorial Library for the top spot. We had a total of 144 participants who read 162,267 minutes and had also out-read Reading, Andover, Melrose, and Chelmsford in this competition. 144 participants logged more than 162,267 minutes.

### **Patron Online Registration (eCard) Project:**

- MVLC moving forward with the eCard Project with the vendor Quipu. This will include the Quipu eCard and the Quipu eRenew.
- Implementation in summer/fall 2022. MBLC will support 75% of the startup and then provide an undetermined amount of assistance with ongoing costs beginning in year 2.
- It will resemble the Boston Public Library eCard, but it will be for individual's local library digital collections.

### **Grant Submission:**

- Sarah has applied for a grant to fund a permanent story walk in the children's garden. She should hear results in mid-May.

### **Local History Room Storage Closet:**

- Michele Augeri assembled and attached the closet shelving system herself since we couldn't find someone to hire. Trustees thank Michele.
- The Local History Room is now open for small meetings.

## **New Business:**

### **Library Director Evaluation:**

- Mary sent the compilation of the Trustees' Director Evaluation Survey to Sarah and the

other Trustees before the meeting.

- Trustees sent Sarah out of the room briefly and Kevin confirmed that all Trustees were in agreement that Sarah does a terrific job as Library Director.
- Sarah upon return to the meeting expressed satisfaction with the evaluation.
- Kevin placed on record for the Trustees the fact that we all wish we could pay all staff better compensation.

### **Carpet Cleaning:**

- Quote from ServPro is for \$3,976.
- Sue Clay moved (Michelle seconded) that we authorize carpet cleaning by ServPro not to exceed \$4,000 to be taken out of maintenance in FY2022 budget. Unanimous approval.

### **Chair Request:**

- Circulation staff has requested two new chairs for the Circulation Desk.
- They suggest the Safco Metro Collection swivel/tilt chair which is higher than the present chairs.
  - Present chairs would be repurposed for other desks.
  - Total cost \$859.36 assembled from WB Mason
- Sue Clohecy moved (Sue Clay seconded) that Trustees approve the purchase of the two assembled chairs with funds taken from operating expenses. Unanimous approval.

### **Other New Business:**

- Michelle observed that the paint under the eaves at the front of the old building is peeling.
- Sarah will look into getting that fixed.

### **Monthly Reports:**

#### **Friends Report:**

- The Book Sale earned \$3,700+.
- Stephen Puleo book talk scheduled for Saturday, April 23 (*Voyage of Mercy*).

#### **Bills/Payroll Report:**

- Kevin reported on routine signing. Sarah says we are on track to spend the required amount on material in a timely manner.

**Adjournment:** Meeting was adjourned at 8:44 PM.

Sue Clohecy moved; Sue Clay seconded. Unanimously approved.

Prepared by Mary Saunders on April 19, 2022.

Next meeting: May 11, 2022 at 7 PM.