



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, May 11, 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 7:07 PM.

Minutes: Sue Clohecy moved; Sue Clay seconded; to approve April 13, 2022 minutes. Unanimously approved.

Old Business:

Long Range Planning Discussion:

- Committee has held both meetings and produced two documents that the Trustees have seen: the SOAR exercise and the Community Vision Exercise.
- Trustees discussed the persistent goal to have the library open on Thursday.
 - Considered exploring readjusting existing hours to make available at least 4 hours for Thursdays.
 - Sarah would like to have a year of people-counter data to aid decisions as well as community feedback from the survey.
 - One of the committee suggestions was for consistent hours.
- The community survey should be ready for distribution by the end of May.
 - Responses to be collected in June and July through Google Forms.
 - Sarah will publish the link on the library website, Facebook, and through the Light Department newsletter.
 - Paper copies available in the library, Senior Center, and Town Hall.

FY2023 Budget:

- Sarah was told the budget amount by the Finance Advisory Committee in time to make revisions to the budget while keeping the materials proportional to the total as required by MBLC.
- The personnel budget was increased by 6.1% and operating expenses reduced by 1.5%.
- Total budget for FY2023: \$419,745.

Director's Report:

Maintenance:

- HVAC repairs completed. Payment for these repairs coming out of town ARPA funds.
- Carpet cleaning scheduled for two consecutive Thursdays in May.
- Fire alarms, extinguishers, sprinklers passed inspection.
- Library also passed a backflow test by the Water Department.
- Electrician will be replacing some lights and faulty data connection ports on a wall.

Eaves Painting:

- Painter Todd Clark can scrape, prime, and paint peeling paint under the eaves at the front of the old building this month.
- Chris moved, Sue Clohecy seconded, that Trustees approve the painting as described for a sum not to exceed \$5,500.00 to be taken from State Aid if no funds remain in the operating budget. Unanimously approved.

Teen Librarian Position:

- Kyle Coston was selected from among 10 applicants. He will begin Monday, May 16.
- He is a student at Simmons GSLIS and has worked at the Randall Library in Stow.

Staff News:

- Sarah will be taking some vacation days in June.
- Teachers at GMHS contacted Haley for recommendations of titles for summer reading assignments.
- Staff working to finish book materials ordering for FY2022.

Other Business:

- A wireless phone cannot work with our WiFi access points so we are getting another corded phone.
- Town may install an electric vehicle charging station at the library.
- Town has been awarded a Green Communities grant that may involve some weatherization at the library.
- Next meeting, Trustees and Sarah will finalize her renewed contract.

New Business:

Collection Development Policy:

- Trustees examined and discussed revisions to the present policy to update it to reflect the variety of media available through the library.
- Sue Clohecy moved, Sue Clay seconded, that Trustees approve the Collection Development Policy revised by Sarah and Michele Augeri and amended by the Trustees. Unanimously approved.

Request for Reconsideration Form:

- Trustees examined and discussed the updated Request for Reconsideration Form submitted by Sarah with help from Michele Augeri.
- Sue Clay moved and Sue Clohecy seconded that Trustees approve the form as submitted. Unanimously approved.

New Officers:

- After some discussion, Chris proposed, Sue Clay seconded the following slate of officers to begin at the June meeting:
 - Chair - Michelle Brock
 - Vice Chair - Sue Clay
 - Treasurer - Sue Clohecy
 - Secretary - Chris Laut
 - Historian - Mary Saunders
- Unanimously approved.

Monthly Reports:

Friends Report:

- Friends approved funds for the summer reading program requested by Cathy and Haley.
- The Stephen Puleo book talk on Saturday, April 23 (*Voyage of Mercy*) was well-attended and was co-sponsored by the Boxford Library.
- Chris brought up the fact that the Michelle Patten garden needs weeding. Mary will arrange for volunteers to do it next week.

Bills/Payroll Report:

- Sue Clay signed this week in Kevin's absence.
- Kevin will continue to do this task when he is not traveling.

Adjournment: Meeting was adjourned at 8:40 PM.

Sue Clohecy moved; Chris seconded. Unanimously approved.

Prepared by Mary Saunders on May 16, 2022.

Next meeting: June 8, 2022 at 7 PM.