



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

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

**Wednesday, November 9, 2022**

**Present:** Michelle Brock, Kevin Moran, Mary Saunders, Sue Clay, Chris Laut, Reference Librarian Michele Augeri, and Library Director Sarah Cognata

**Absent:** Sue Clohecy

**Call to Order:** Meeting called to order at 7:08 PM.

**Minutes:** Sue Clay makes a motion, Michelle Brock seconds to accept the September 14, 2022 meeting minutes. Unanimously approved. Sue Clay makes a motion, Mary Saunders seconds to accept the October 12, 2022 meeting minutes. Unanimously approved.

### **Old Business:**

#### **Local History Room Items:**

- We received a list of the library's valuable materials from John Kuenzig, which Michele has reviewed. She has also reviewed our original catalog with George Peabody's collection, Reverend Braman's collection, and an agricultural school collection. Michele has made recommendations to retain materials based upon relevancy as well as which materials to sell or discard. She also has a list of undecided materials which are either relatively valuable and retain a certain amount of interest or valuable but are not in great shape.
- Michelle Brock makes a motion to sell the books on the "sell" list. Sue Clay seconds. Unanimously approved.

#### **Holiday Party Discussion:**

- Staff approved Friday, December 2<sup>nd</sup> date after the Library closes. Trustees will put together a menu. Will send out a communication for food as well as Yankee Swap with a limit of \$25.
- Sue Clay hosting. Parking in the driveway across the street and at Sue's home.

### **Director's Report:**

#### **Maintenance:**

- **Furnace Vent Piping:** Premier Mechanical was here on 10/19 to repair a leaking vent piping they had noticed during their PM in the summer.

#### **CPC Project:**

- Pulled the application for this year. There is a lot more organizing that needs to be completed for that storage space before Betsy from the Georgetown Historical Society feels comfortable reaching out to contractors for quotes. Plan is to resubmit next fall.

**Circulation Librarian position:**

- Sarah Cognata reposted with pay upgrade and opportunity for Thursday hours.

**Salary Increases/Thursday Hours:**

- Salary increases were approved as of January 1, 2023.
- Thursday hours discussed, although tabled for future discussion.

**State Aid**

- Our first state aid payment of \$9,001.07 will be arriving electronically to the town in a couple of weeks.

Mary Saunders moves to accept Director's Report; Sue Clohecy seconds. Unanimously approved.

**New Business:****Skylight Repairs:**

- Due to the storm on 10/14, we had a significant amount of rainfall come into the library around the skylight. Aulson Roofing came out on 10/18 to do some water testing to find the root areas where the water was coming in. They completed some temporary repairs. They have provided a quote for \$9,800 to remove/strip out the old caulking joint at the top of the skylight and replace with new caulking. Select Board has approved ARPA funding for this repair.

**Cleaning Services:**

- Town, including the Police Department, moving on from Atlas Cleaning Company. Orlando looking at shared maintenance. Sarah Cognata received a quote from Finazi Facility Management.
- Chris Laut makes a motion to approve a move to Finazi Facility Management through the remainder of the fiscal year, with potential extra expense taken out of State Aid. Mary Saunders seconds. Unanimously approved.

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

- Friends engaging in a Giving Tuesday campaign through PayPal on Tuesday, November 29. The donation will be for the permanent Story Walk. The full amount is \$6,000. TD Bank has donated \$1,000 and the Friends hope to raise \$3,000 on Giving Tuesday. Advertising will begin soon.

**Bills/Payroll Report:**

- Sue Clay and Kevin Moran have been signing.

**Adjournment:** Meeting was adjourned at 8:22 PM.

Sue Clay makes motion; Kevin Moran seconds. Unanimously approved.

Prepared by Chris Laut on November 9, 2022

Next meeting: December 14, 2022 at 7 PM.