



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

**MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING**  
**Wednesday, December 14, 2022**

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

**Absent:** None

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

**Minutes:** Sue Clohecy makes a motion to accept November 9, 2022 minutes with amendment. Sue Clay seconds. Unanimously passed.

**Old Business:**

**Holiday Party:**

- The Trustees and Sarah Cognata thanked Sue Clay for hosting a wonderful holiday party.

**Director's Report:**

**Staff News:**

- New Circulation Librarian Lo Riddell started a few weeks ago. She has been great. Many Board members met her at Sue Clay's holiday party.
- Library Page Sarah Tripp has resigned effective 12/9 as she starts graduate school at Simmons in January and has accepted a part-time job that requires more weekday hours from her. We wish her the best!
- New Library Page Mia Gauron will start next week.

**Maintenance:**

- **Skylight:** Proposal has been sent to Aulson. The project may have to wait until spring.
- **Snowblower:** Snowblower was tuned up last month by Dave's Blades.
- **Cleaning Company:** We are switching over to Finazi Facility Management for cleaning services, although snow removal will remain with the current company. Sarah Cognata talked them down to coming once a week for \$1,000/month until July. In the new fiscal year, they will come twice a week and it will be \$2,000/month.
- **Interior Painting:** Sarah Cognata reached out to Todd Clark for interior painting.

## **New Business:**

### **FY2024 Proposed Budget:**

- Vote at the next Select Board meeting to approve Thursday hours in FY23. Sarah Cognata will meet individually with staff members to discuss their interest in working Thursday hours (10-5). Discussion held on FY2024 budget and possible anticipation of hiring an additional staff member to assist on Thursdays, Saturdays, and possibly other hours.
- Chris Laut makes a motion to approve the FY2024 budget with Thursday hours that includes staff salary increases. Sue Clohecy seconds. Approved unanimously.

### **Staff Continuing Education Funding:**

- We have new staff members and staff that are going to school. Should we allocate more money from State Aid to provide for continuing education and professional development funding?
- We can set aside a certain percentage of State Aid, with allocation based upon staff making requests and Sarah Cognata coming before the Board for approval.
- The Board discussed and decided we need to review some public library policies on this. Sarah Cognata will reach out for some examples.

### **School Choice Students and Library Circulation:**

- Discussion about Lawrence children gaining circulation privileges in Georgetown.

## **Monthly Reports:**

### **Friends Report:**

- Friends had a Giving Tuesday campaign. They raised \$3,800 for use with the Story Walk for which TD Bank donated \$1,000.
- There are some new Friends members who are more used to budgeting and managing money. The Friends are well positioned.
- Book sale is coming up in early April and books can be donated beginning in late March.

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

- The normal vendors and publishers were represented.

**Adjournment:** Meeting was adjourned at 8:25PM.

Sue Clohecy makes motion; Sue Clay seconds. Unanimously approved.

Prepared by Chris Laut on December 14, 2022.

Next meeting: January 11, 2023.