



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

**MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING**  
**Wednesday, April 12, 2023**

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

**Absent:** None

**Call to Order:** Meeting called to order at 7:06 PM.

**Old Business:**

**Minutes:**

- Mary Saunders makes a motion to accept the March 8, 2023 minutes. Sue Clohecy seconds. Unanimously passed.

**FY2024 Budget:**

- Sarah Cognata has not received a final budget other than they have created funds for Thursday opening.

**2023 Town Election Discussion:**

- Aimee Hamelin and Megan Lichty will be on the town ballot. Mary Saunders will remain a Friends member. Many parents were interested in the Trustees position, but felt it was not the right time for them.

**Library Director Evaluation:**

- Chris Laut makes a motion to go into Executive Session. Sue Clay seconds. Unanimously passed. Discussion ensued. Next year, Trustees will have the Director perform a self-evaluation and provide goals for the upcoming fiscal year. Sue Clohecy makes motion to end Executive Session. Sue Clay seconds. Unanimously passed.
- Excellent evaluation and Trustees thank Director Cognata.
- Library Director Goals:
  - Sarah agrees we should test personnel for Thursday hours, which will help with Saturdays, as well as Sarah's maternity leave. Looking into adding another substitute position onto the FY25 budget to help with Saturdays and as needed help due to staff vacations.
  - Teen space: Sarah has spoken with Kyle. The original opening goal of September will

be pushed back to the end of the calendar year due to Sarah's maternity leave and the continued weeding project that is being completed. We also need to figure out where the new fiction/non-fiction collections and DVDs will go.

- Getting new Trustees up to date: Sarah will be sending a link to the Trustee Handbook as well as other documents to get them up to speed.
- Sarah thanks the Trustees and says she enjoys the job and the town. Future down the road goal is the Children's Librarians would like to use their space more for programming. Cathy has met with a consultant from MLS (Massachusetts Library System) who says that we could expand space for not too much money. This is probably a 3-5 year plan and we will look into grants from MBLC.
- Carpet and HVAC replacements - We are gearing up for some large replacements.

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

#### **Maintenance:**

- **Elevator Re-inspection:** We do not need a re-inspection. All we need is a mechanic to test the phone line. No update on when that will happen at the moment.
- **Fire Alarm/Sprinklers/Extinguishers Inspections:** Inspections completed on 4/4 and everything is in good shape.
- **Skylight Repair:** Aulson Roofing began repairs at the end of March. These repairs will be funded by the town's ARPA funds.

#### **State Aid:**

- Library's second State Aid payment of \$9,035.31 will be arriving electronically to the town in a couple of weeks. We received a total of \$18,036.38 in State Aid funds this year.

#### **Thursday Opening:**

- The Library officially opened on Thursdays last week. Steve Epstein from FinCom and Orlando Pacheco, the Town Administrator, attended. The Town Common and The Daily News of Newburyport reported on the event. Our people count was at 101 for the day.

#### **Staff News:**

- Staff and Director completed Project Ready, a curriculum to improve relationships, services, and resources for youth of color and Native youth. This professional development model took the staff a year to finish after meeting once a month for an hour and a half. The staff came up with various long-term goals, including auditing the library's collection, a future Social Justice Book club led by Reverend Holly Brauner, and reviewing library policies.
- Sarah completed Crisis Communication Training from the MBLC to manage a host of high-stakes issues and challenges public libraries are facing.
  - The library staff reviewed various scenarios to manage crises as well as a personnel structure and protocols for responding.
- Minute Madness reading competition: We did not make it to the championship although we had 161 people read 168,574 reading minutes.
- Director informed Trustees on a few days she will be on vacation in May.

## **New Business:**

### **Salary Discussion - Michele Augeri to present:**

- Town Wage Study: Michele Augeri is unhappy with wages the town came up with for the whole staff, which is not even close to study recommendations. Michele wrote a letter to Finance Committee, Town Administrator, and the Selectmen to tell them the wages should be better. Sarah Cognata reminded Trustees that employees we have lost in the past few years leave due to finding higher paying jobs. Salary affects pension. Mary Saunders suggested members of the Board could attend any formal discussions with the town.

### **Director Leave Discussion:**

- Sarah hopes to start her maternity leave the week of June 19.
- She met with Michele, Ruth, and Cathy. Ruth and Cathy will be in charge of the payroll warrant. Michele will be in charge of the bills warrant. They will split other duties, which Sarah has enumerated. At the next two staff meetings, Sarah will go over this with the whole staff.
- July - September Trustee meetings: A Trustee member will have to come up with the agenda and send it to Town Clerk, Kerri McManus, to post. Sue Clay will do this.

### **Construction Fund Donation Sign:**

- Sarah reached out to Signverse, formerly Gimlet Signs, the company who designed our signs for the Building Committee back in 2007. It will be \$425 for a 12" x 16" plaque. We will probably need a 24" x 32" plaque for amount of names on this sign. The company will send samples of the type of the design they would like to do to Sarah and Sarah will forward to Trustees.
- Sue Clohecy makes a motion to expend up to \$1,500 out of State Aid funds to pay for the plaque. Sue Clay seconds. Unanimously approved.

## **Monthly Reports:**

### **Friends Report:**

- Spring Book Sale: \$2,200 total
- Friends Appeal Letter: Over \$4,000
- Garden program on native plants on Saturday, April 15. The Friends are paying with a Cultural Council grant.
- Permanent Story Walk Celebration scheduled for Saturday, May 6 at 10AM. Four local authors will attend the event. Maggie Van Galen's newest book will be the first Story Walk book. The Friends will have some light refreshments.

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

- Sue Clay and Kevin Moran have been signing all month. The normal vendors and publishers were represented.

**Adjournment:** Meeting was adjourned at 9:11 PM.

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

Prepared by Chris Laut on April 12, 2023.

Next meeting: May 10, 2023 at 7 PM.