



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, October 11, 2023

Present: Sue Clay, Chris Laut, Kevin Moran, Megan Lichty, Sue Clohecy, Aimee Hamelin, and Library Director Sarah Cognata

Absent:

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

Old Business:

Minutes:

- Sue Clohecy makes a motion to accept the minutes for the August 9, 2023 meeting. Megan Lichty seconds. Unanimously approved.
- Chris Laut makes a motion to accept the minutes for the September 25, 2023 meeting. Sue Clohecy seconds. Unanimously approved.
- Acceptance of the September 13, 2023 meeting minutes is postponed until the next meeting.

Director's Report

Construction Fund Donation Sign:

- This was installed in July and an invoice arrived for \$850 from Signverse, completing the project.
- Cost was approved in April 2023 and will be taken out of state aid funds.

Open Positions/Staffing:

- Library Page was hired and will start work on the week of October 16th, on Tuesdays and Fridays.
- Substitute Library Technician position:
 - Nine applicants in total applied, and two offers will be made by the end of October. They will be part of the Saturday rotation and have a minimum of 4 hours.
- Ruth will return to work on the Circulation Desk soon.

ARIS/State Aid Reports:

- ARIS report sent to the Massachusetts Board of Library Commissioners in August.
- State Aid report sent to MBLC in September.
- These reports are required for state aid funding. Update should be next month as to what funding will be received from the state.

CPR/AED Training:

- On 10/11, Chief McKay from the Fire Department conducted a generalized hands-on only CPR and AED awareness training for the library staff.
- No certification will be given due to shortages at the FD.
- AED equipment was checked when they were here.

Technology:

- Wi-Fi Network:

- Only one infringement in June/July since DNS filter was installed to avoid illegal downloading.
- Public Computers:
 - Purchased in 2019, the library computers are nearing their end of lifecycle. Cost \$3,909.80 to replace reference computers. 10% of the library's materials budget can be used to purchase computers for patron use. Amounts to over \$8,000 to allocate.

CPC Project:

- Application submitted with the Georgetown Historical Society to create storage on the third floor. Subfloor, insulation, wallboard, flooring are all needed to safely store items that won't be at the Brocklebank Museum. Sarah is working with Mary Saunders and Betsy Moran to get quotes for the work.

People Counter/FY23 Stats:

- 27,000 people visited last fiscal year.

Discussed personnel matters.

New Business:

Repairs – Old Entrance Stairs:

- Repairs to the old entrance stairs are needed.
- Pest issues have likely been caused by degrading of old entrance masonry. Freedom Pest Control gave a temporary filling.
- Sarah has requested quotes from Kirby Landscaping, Lombardi and Sons, T4 Construction. Kirby Landscaping has given a quote. Discussion about grout replacement or pulling out stairs temporarily to complete the project.
- Sarah will ask Kirby Landscaping for a quote specifically to just replace the grout and plug any holes.
- Megan Litchy makes a motion to approve expenditures not to exceed \$10,000 for granite stair repairs. Sue Clohecy seconds. Unanimously agree.

Holiday Weekend Saturdays:

- Library is normally open the Saturday after Thanksgiving and the Saturday before New Years Eve. Sue Clohecy makes a motion to give time off on these Saturdays during the holidays this year. Kevin Moran seconds. Unanimously agreed.

Monthly Reports:

Friends Report:

- \$2,500 made from the book sale. This tracks with what normally happens with a twice-yearly sale.
- Approved some museum pass renewals.
- Sensory developmental items were approved for Cathy's Thursday playgroup.
- New staff break room fridge replacement approved.
- Local author event happening on 10/14/23. Four local authors will be present.

Bills/Payroll Report:

- Not as many book orders, but fall ordering push is yet to come.
- Payroll is normal.

Adjournment: Meeting was adjourned at 8:54 PM.

Sue Clochey makes motion; Megan Lichty seconds. Unanimously approved.

Prepared by Aimee Hamelin on October 11, 2023

Next meeting: November 8, 2023 at 7:00 PM.