



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

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

**Wednesday, November 8, 2023**

**Present:** Sue Clay, Kevin Moran (late arrival at 7:22PM), Megan Lichty, Sue Clohecy, Aimee Hamelin, and Library Director Sarah Cognata

**Absent:** Chris Laut

**Call to Order:** Meeting called to order at 7:02 PM.

### **Old Business:**

#### **Minutes:**

- Sue Clohecy makes a motion to accept the minutes for the September 13, 2023 and October 11, 2023 meetings. Megan Lichty seconds. Unanimously approved.

#### **Repairs - Old Entrance Stairs:**

- Neil Clancy came on 11/6 and finished the repairs. State Aid funds are covering the invoice when that arrives.

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

##### **Open Positions/Staffing:**

- Substitute Library Technicians hired: Julia Sparano and Janina Majeran. Julia was a full time Library Media Specialist in the Wakefield Public School system. Janina is the Assistant Director at the Salisbury Public Library. They will be incorporated into the Saturday schedule and as needed.
- Teen Librarian: Job was posted on 10/16. There are 14 applicants so far. Sarah, Cathy, and Lo will be interviewing four applicants.

##### **Budget Workshop:**

- The Finance Committee will have all departments come in to present preliminary budgets on Saturday, January 6. Time or location is unknown.
- At the next Trustee meeting, the proposed FY25 budget and possibly the proposed FY 26 and FY27 budgets will be available to review.

##### **State Aid:**

- The first state aid payment of \$9,784.09 will be arriving electronically to the town in a couple of weeks.

## **Technology:**

- Public Computers: The four new public computers located in the Reference Area were installed on 10/17.

## **Maintenance:**

- **HVAC:** HVAC Summer/Fall PM was completed on 10/5. Premier Mechanical made some repairs on one HVAC unit and one of the furnaces. Will likely need state aid to cover the costs.
- **Granite Stair Repairs:** Quotes were received from Neil Clancy, Kirby Landscaping, and Lombardi & Son Masonry. Neil Clancy's quote at \$1,360 was the lowest. Neil started the repairs on 11/6 and they're completed now.

Sue Clohecy makes the motion to accept the Director's Report and Megan Litchy seconds. Unanimously approved.

## **New Business:**

### **Social Media Policy - Discussion and vote on proposed policy:**

- Discussion about the reasons for an update.
- Discussion about details of new policy. Changes are noted.
- Kevin makes a motion to accept the new Social Media Policy with the changes discussed. Sue Clohecy seconds. Unanimously accepted.

### **Holiday Party Discussion:**

- Friday, December 1st after the Library closes was proposed. Location TBD.

### **Memorial Donation for Jim Saunders:**

- Via email, Chris Laut proposed a financial gift from the Trustees collectively. Sarah has talked with library staff in regards to a memorial donation.
- Decision postponed until next month when Chris will be at the meeting and can weigh in on what the funds will purchase.

## **Monthly Reports:**

### **Friends Report:**

- Mary Saunders is deciding what she would like to do with the proposed memorial for Jim.
- Author talk with Aleena Dillion is on November 29.
- The Friends renewed a museum pass for patron use.
- They talked about the Annual Appeal and tasked several members to speak with businesses in town to get donations.

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

- Everything is as usual.

**Adjournment:** Meeting was adjourned at 7:40 PM.  
Sue Clochey makes motion; Megan Lichty seconds. Unanimously approved.

Prepared by Aimee Hamelin on November 8, 2023  
Next meeting: December 13, 2023 at 7:00 PM.