



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING

Wednesday, January 10, 2024

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

Absent: Megan Lichty, Sue Clohecy

Call to Order: Meeting called to order at 7:04 PM.

Old Business:

Minutes:

- Chris Laut makes a motion to accept the minutes for the December 13, 2023 meeting. Kevin Moran seconds. Unanimously approved.

Memorial Donation - Jim Saunders:

- Discussion about purchasing custom shelves for the lobby in honor of Jim with a small notation on them. Sarah will reach out to Mary Saunders regarding her wishes and if the Friends would like to make this a fundraising campaign.

FY2025 Budget:

- The town emailed Sarah to implement a 3% increase rather than a 2% increase for salaries and this was submitted to ClearGov. Budget request was presented on 1/6/24 to the Finance Committee.
- Sarah asks for a Trustee vote to approve the 3% change since the last meeting vote.
- Chris makes a motion to approve the revised proposed budget for FY2025 in total of \$590,184. Aimee Hamelin seconds. Unanimously approved.

Director's Report

MVLC News:

- The Merrimack Valley Library Consortium mobile app has been unavailable since November 27, 2023 after a conflict between the MVLC mobile developer and the library's software developer, SirsiDynix. In December, MVLC partnered with Communico to implement their app: Connect. They have a 12-month contract. No launch date. No negative feedback from the public has occurred.
- The MVLC annual patron purge will happen the week of January 29. They delete patron records if: expiration date and last activity date are beyond 2 years earlier than the purge date; they have no unpaid bills; and no active checkouts or holds. Afterwards, a list will be sent to

Lo, our Circulation Librarian, to make decisions on whether to purge the questionable records or not.

Maintenance:

- Some letters on building signs have come off. Sarah ordered six new ADA signs to replace damaged ones. These will be paid with State Aid funds.
- Elevator inspection happened and the phone line wasn't working at the time, but Verizon came to fix that. Everything else with the elevator is working properly.
- New snow removal company did well with our first snowstorm.

Chris Laut makes the motion to accept the Director's Report and Sue Clay seconds. Unanimously approved.

New Business:

Security Cameras:

- There are no security cameras in the children's program room or upstairs in the Local History Room.
- A quote for these two cameras was provided by Wayne Alarm Systems for \$3,454.88. This would be paid from State Aid funds.
- Discussion over particulars of Terms and Conditions via contractor's liability.
- Chris Laut makes a motion to accept the Wayne Alarm Systems proposal to add two cameras in the library for not more than \$3,600. Kevin Moran seconds. Unanimously approved.

March 2024 Trustees Meeting:

- Sarah is unavailable for the current scheduled meeting date, Wednesday, March 13. Everyone agrees to reschedule it for Wednesday, March 20 instead.

Monthly Reports:

Friends Report:

- The Annual Appeal has been sent out. Another museum pass was funded. Craft supplies for an adult/teen craft event and teen programming were funded. Membership and Annual Appeal discussion occurred. New email address for the Friends via the MVLC server was created. The Spring Book Sale is coming up in March.

Bills/Payroll Report:

- Normal purchasing for vendors, a few small maintenance charges, and the usual town charges. Book ordering is increasing.

Adjournment: Meeting was adjourned at 7:48 PM.

Chris Laut makes motion; Kevin Moran seconds. Unanimously approved.

Prepared by Aimee Hamelin on January 10, 2024

Next meeting: February 14, 2024 at 7:00 PM.