



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING

Wednesday, February 14, 2024

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

Absent: Kevin Moran

Call to Order: Meeting called to order at 7:07 PM.

Old Business:

Minutes:

- Sue Clohecy makes a motion to accept the minutes for the January 10, 2024 meeting. Megan Lichy seconds. Unanimously approved.

Memorial Donation – Jim Saunders:

- Custom shelves or regular mobile shelving units were considered, but custom shelving seems the best option. Premier Builders of Georgetown provided a quote for this space six years ago, and Sarah will reach out to them again. Shelves should have barriers over the tops to take into consideration the possible leaking from the skylight above.

FY2025 Budget:

- There is no update on the submitted budget.

Director's Report

MVLC News:

- The new MVLC mobile app is up and running and both platforms are available. The website and Facebook page are updated with this news.
- For security, MVLC will require Office 356 users to have multi-factor authentication (MFA) turned on in order to sign in. This feature must be switched on by July 1, 2024. MVLC will let each library know this needs to happen starting in March.

Security Cameras:

- Two additional cameras will be installed on Friday, February 23 by Wayne Alarm.

Staff News:

- Two space heaters have been purchased and placed at the Circulation Desk and the Children's Room Desk.

- **Staff Reviews:** All reviews have been completed except for the Reference Librarian due to her being on leave.
- One Saturday Library Technician has resigned and her last day is on March 2, 2024. The third applicant that was interviewed, but not hired, has been contacted to see if she was still interested. She is and will come in for some training at the end of February before she signs up for Saturday shifts. Pauline Fabiano is a Library Assistant at an elementary school in New Hampshire and has previous experience with MVLC. Since she works for an elementary school, her schedule allows her to work on Saturdays, school vacations, and summertime.

Seed Library:

- In mid-March, a Seed Library will be available for the community. Ruth Shores and Sarah are heading up this new project. Nunan Florists in Georgetown and High Mowing Organic Seeds in Vermont have donated generously with last year's seeds to start up this project.
- The Seed Library packets will be in an old card catalog and will be easy to grab and go for patrons.

Kids Clothing Swap:

- Mary and Cathy have organized a community kids clothing swap on Saturday, March 2.
- Donation drop off will happen on Friday, March 1 from 11am to 5pm. Donations of sizes newborn to size 12 will be accepted. They must be clean and gently used, and each person can donate 20 items.
- Perley School has a donation box for any items that cannot be donated.

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

New Business:

Bulletin Board & Materials Distribution Policy:

- Sarah is being proactive about this issue; there are no current issues to handle.
- Chris Laut makes a motion to approve the new Bulletin Board & Materials Distribution Policy. Megan Lichty seconds. Unanimously approved.

Monthly Reports:

Friends Report:

- Sarah talked to the Friends about the Seed Library and Kids Clothing Swap. Book sale is upcoming in March. Friends volunteered to assist with the kids clothing swap. The author event, Georgetown's Got Talent, which happened recently, was a success.

Bills/Payroll Report:

- Usual activity.

Adjournment: Meeting was adjourned at 7:35 PM.

Chris Laut makes motion; Megan Lichty seconds. Unanimously approved.

Prepared by Aimee Hamelin on February 14, 2024

Next meeting: March 20, 2024 at 7:00PM.