



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING

Wednesday, March 27, 2024

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

Absent:

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

Executive Session:

- Sue Clay makes a motion to go into Executive Session at 7:08 PM. Chris Laut seconds. Unanimously approved.
- Executive Session to discuss personnel matters.
- Motion to exit Executive Session by Chris Laut. Sue Clohecy seconds at 8:14 PM. Unanimously approved.

Motion to open regular session by Sue Clay at 8:14 PM. Sue Clohecy seconds. Unanimously approved.

Old Business:

Minutes:

- Chris Laut makes a motion to approve the February 14, 2024 minutes with revisions. Sue Clay seconds. Unanimously approved.

Memorial Donation - Jim Saunders:

- Ken of Premier Builders of Georgetown provided a quote for \$15,000. Mary Saunders supports the quote made and will fund a majority. Sarah will talk to the Friends to help fund the remainder of the project. Ken wants to start the project soon. Mary does not want a plaque on the project anywhere.
- Chris Laut makes a motion to approve the Curved Bookshelf Project as proposed by Premier Builders. Sue Clohecy seconds. Unanimously approved.

FY2025 Budget:

- There is no update on the submitted budget.

Director's Report

MVLC News:

- The multi-factor authentication was turned on as of 3/26/24. No issues for the staff as of yet.

Libby/Overdrive:

- New borrowing time period will default to 14 days, to better balance the hold ratios. Patrons can still choose a 21-day borrowing period, but will have to change the settings themselves. The changes will occur on 3/29/24.

Maintenance:

- National Grid replaced the gas meter on 3/15.

Staff News:

- Savannah's 90-day review was on 3/11. The Tuesday & Thursday 'Teen Hangout' events are well attended and they have plans to increase programming in the fall.
- Michele returned from her FMLA leave on 3/18 and Sarah is working on her review.
- Sarah received an email inquiring about the Board of Trustees and replied herself as well as directing them to further information on the Town Clerk's portion of the town website.
- On 3/15, a patron asked Sarah about the magazine collection, and then on 3/18 and 3/19 two patrons emailed with similar questions about the magazines. On 3/22, Sarah emailed a response to both.
- Sarah will be taking vacation time in each of the next three months.

Seed Library:

- Seeds have been available since 3/18 with vegetables, herbs, and flowers.
- Patrons have given positive responses.
- There are remaining seed packets, so Ruth and Sarah will restock as needed.

Kids Clothing Swap:

- Ten families took home clothes at the event, and the extra clothes were donated to a local nonprofit afterwards.
- The response was positive from all and hopefully this can happen twice a year.

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

New Business:

Future Trustees Meetings – Discussion and vote to reschedule:

- Proposed: 4th Monday of each month, with work around for holidays and such.
- Sue Clohecy makes a motion to change our meeting to the fourth Monday of every month. Megan Lichty seconds. Unanimously approved.
- Sarah will let Kerri, the Town Clerk, know of the changes.

Amend Trustees Bylaws – Article IV (Meetings):

- Chris Laut makes a motion to amend Article 4 of the Bylaws of the Trustees and the Appendix. Megan Lichty seconds. Unanimously approved.

Library Director Evaluation:

- Aimee Hamelin will send, collect and compile responses before the next meeting on April 22nd. Sarah Cognata will receive the report the Friday prior.

Donation Bin – More than Words:

- The library staff and the Friends support a donation bin in the library building for the "More than

Words” organization. When the staff and Friends are weeding books, they can place them into the bin and the organization will collect.

- Sue Clohecy makes a motion to approve the donation bin in the library. Megan Lichty seconds. Unanimously approved.

Monthly Reports:

Friends Report:

- They will be reviewing Bylaws soon. They made over \$3,000 at the book sale.

Bills/Payroll Report:

- Usual activity. Ordering always ramps up in the spring. There is a surplus in salary expenses and a deficit in operating, and Sarah hopes to shift funds in another month or so. The deficit in operating comes from the custodial line increases in bills.

Adjournment: Meeting was adjourned at 8:56 PM.

Sue Clohecy makes a motion to adjourn; Megan Lichty seconds. Unanimously approved.

Prepared by Aimee Hamelin on March 27, 2024

Next meeting: April 22, 2024 at 7:00PM.