



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

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

**Monday, April 22, 2024**

**Present:** Sue Clay, Chris Laut, Kevin Moran, Aimee Hamelin, Sue Clohecy, Megan Lichy 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 from the March 27, 2024 meeting. Megan Lichy seconds. Unanimously approved.

Chris makes the motion to adjourn this meeting at 7:05 PM. Sue Clohecy seconds. Unanimously approved.

Chris Laut makes the motion to open an Executive Session at 7:06 PM. Sue Clohecy seconds. Unanimously approved.

**Executive Session:**

- Discussion of a personnel issue.

Motion to exit Executive Session by Chris Laut. Sue Clohecy seconds at 8:02 PM. Unanimously approved.

Motion to open regular session by Sue Clohecy at 8:02 PM. Megan Lichy seconds. Unanimously approved.

**FY2025 Budget:**

- No update.

**Library Director's Evaluation:**

- Excellent evaluation and Trustees thank Director Cognata.
- The notion of a drag story time was discussed as pertains to the evaluation feedback.
- Discussion on having the Director perform a self-evaluation and provide goals for next year.

**Director's Report**

**Maintenance:**

- Fire Alarm Inspection: Conducted on 4/1/2024.
- Sprinkler/Fire Extinguisher Inspections: Inspections will take place on 5/8/2024.

**State Aid:**

- Second state aid payment of \$9,925.68 arrived.
- Total amount received this year was \$19,709.77.

**Staff News:**

- Reference Librarian evaluation completed on 4/22. All staff have been reviewed.

**FY2024 Budget:**

- Sarah Cognata sent Mary, the Town Accountant, an email about transferring some funds from salaries into expenses, as previously discussed. This transfer should go through before the next meeting.

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

**New Business:****Review Trustees Bylaws:**

- Discussion about everyone reviewing the Bylaws. No changes required.

**Staff Development Day:**

- The Library Director requests Trustee approval for a half day on Friday, June 7. The monthly staff meeting will be held that morning from 9-10AM.
- MERGE Inclusion Consulting will give a disability inclusion training to staff members from 10-12 PM along with Boxford Library.
- Lisa from MERGE comes highly recommended from Hamilton-Wenham Library and Ipswich Library, who hired her for this same training.
- Total cost for Lisa is \$1,700, and that cost will be split with Boxford Library, making the half payment from us \$850.
- 12-1PM will be a staff luncheon before opening up to the public again at 1PM.
- Chris makes a motion that we approve the amount of \$1,700 dollars, half of which will be reimbursed by Boxford, to pay for the MERGE training. Funds will be taken out of the Memorial Gifts Fund. Seconded by Sue Clay. Unanimously approved.

**Monthly Reports:****Friends Report:**

- They are willing to help fund the rest of the bookcases, but are waiting on full and official approval at the May meeting. Talked about who is on the Nominating Committee and the Bylaw Committee. They are going to do an annual meeting in October to vote on officers as needed.

**Bills/Payroll Report:**

- Payroll as normal. Purchases have been low but are upcoming.

**Adjournment:** Meeting was adjourned at 8:36 PM.

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

Prepared by Aimee Hamelin on April 22, 2024

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