



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

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

**Monday, May 20, 2024**

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

**Absent:**

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

Sue Clohecy makes a motion to adjourn the regular meeting. Chris Laut seconds the motion. Unanimously approved.

Roll call vote to open Executive Session at 7:03PM. Unanimously approved.

**Executive Session:**

Discussion of a personnel issue.

Motion to exit Executive Session by Chris Laut. Sue Clohecy seconds. Roll call vote at 7:17PM. Unanimously approved.

Sue Clohecy motions to open the regularly scheduled meeting at 7:18PM. Megan Lichty seconds. Unanimously approved.

**Old Business:**

**Minutes:**

- Chris Laut makes a motion to accept the minutes from the April 22, 2024 meeting. Sue Clohecy seconds. Unanimously approved.

**FY2025 Budget:**

- The override did not pass and another Town Meeting will be needed to approve a newly revised budget. The Finance Committee meeting on 5/22 should provide more info.

**Director's Report**

**Maintenance:**

- **Sprinkler/Fire Extinguisher Inspections:** Sprinkler inspection was on 5/8/2024. Fire extinguisher inspection was on 5/10.
- **Flagpole:** The pulley system on the flagpole broke off in February and the fire department installed a new one on 5/10. They may be able to sand down the graffiti but they will let Sarah know if it's not possible. The Highway Department or Light department might be able to help.
- **HVAC Spring PM:** This is scheduled for 5/28.

- **Janitorial Services:** The town has hired CityWide Facility Solutions for janitorial services for the Town Hall, Library, and Police/Fire. They will start in FY25 and the library cleaning days will be the same: Wednesdays and Saturdays. Monthly payment is less than the current company.

**Staff News:**

- **Part-Time Reference Librarian:** Ad for opening was listed on several sites in early May and three applicants have applied.
- **Circulation Librarian:** Ad for opening was listed on several sites in mid-May, sixteen applicants have applied, and more have been coming in. Lo's last day is May 31. Two interviews are scheduled already.
- **Contact List with the Police:** Sarah has worked with the Dispatch Supervisor at the Police Department, Keenan Leonard-Solis, to update the CAD (Computer-aided dispatch) Site Files. Sarah is the primary contact for emergency and non-emergency events. Kevin is the secondary contact and other Trustees information is on file to try after the primary and secondary contacts. The alarm company info and codes are also on file with them.

**FY24 Budget (Transferring Funds):**

- The Finance Committee will review the transfer of funds from salaries to expenses on 5/22. When they approve, the FY24 budget spreadsheet will be updated with the transfers.

**CPC Project (Storage Attic Renovation for Georgetown Historical Society):**

- The project was approved at the Town Meeting. Funds are available on July 1.

**Summer Reading Programs:**

- Begins on June 17 and ends on August 16 for everyone.
- Participants will log hours and activities on the Beanstack app.
- There will be events, concerts on Wednesday nights, take and make activity kits for kids, teens, and adults.
- The Grand Finale will be on August 12th from 4PM-6PM and will include the Kona ice truck, henna, lawn games, water fun, and music. Promotional materials should be out soon.

**Lobby Bookshelves:**

- The Friends voted and approved to fund the remaining half of the cost at their May meeting.
- Premier Builders drawings were sent out to the Friends and Trustees on 5/6.
- Bill Hastings met with Justin from Premier on 5/13 to go over plans and the existing wooden border with the tiles on the wall so as to incorporate the designs.
- 50% deposit was mailed on 5/17.

**Change July Trustees Meeting:**

- All Trustees agreed to change the meeting to July 15.

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

**New Business:**

**Election of Officers:**

Chair – Sue Clay  
 Vice-Chair – Meghan Lichty  
 Secretary – Chris Laut  
 Treasurer – Sue Clohecy  
 Historian – Kevin Moran

- Chris Laut makes a motion to approve this slate of officers. Sue Clohecy seconds. Unanimously approved.

## **Monthly Reports:**

### **Friends Report:**

- They approved lobby bookshelves. Approved funding for all summer reading requests and concerts. They have their annual meeting set for October and an author will be presenting first before their business.

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

- Everything is normal.

**Adjournment:** Meeting was adjourned at 8:05 PM.

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

Prepared by Aimee Hamelin on May 20, 2024

Next meeting: June 24, 2024 at 6:00 PM.