



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING

Monday, October 28, 2024

Present: Aimee Hamelin, Sue Clay, Megan Lichty, Sue Clohecy, Kevin Moran, Erin Wormell, and Library Director Sarah Cognata

Absent:

Call to Order: Meeting called to order at 7:01 PM.

Old Business:

Minutes:

- Sue Clochey makes a motion to accept the September 23, 2024 meeting minutes. Megan Lichty seconds. Unanimously approved.

Director's Report:

Staff News:

- Job for the Reference Librarian posted on 10/1/24 with 23 applicants. It was a great pool of candidates.
- Lo Riddell was hired and started on 10/21. She is starting outreach and programming with a food drive for Our Neighbor's Table. The NaNoWrMo (National Novel Writing Month) event is also starting soon too.

Local History:

- No news on the digitization project yet.

Library News:

- **Seed Library:** More than 140 patrons have used the seed library since March of 2024. The project will be on hold until next year and hopefully start earlier, perhaps in early March.
- **New Curved Lobby Bookshelves:** New adult nonfiction and fiction are shelved here now. Upstairs the DVD collection now starts where those new books used to be. Circulation Librarian Olivia spearheaded all the moving of materials.
- **Puzzles:** A new puzzle swap is located on the second floor where the games used to be located. Patrons can take and donate as they wish. Nearby a new puzzle table will be available for the public to work on and once completed another will be started.

MVLC News:

- MVLC launched eRenew on 10/2, which is part of the state's eCard system. Renewal reminders are sent out 30 days prior. Patrons had the option to renew in person or over the phone before, and now eligible patrons will also be able to use eRenew online as well.
- **Directors Connect:** MVLC will host a networking forum on 11/7 that Sarah will be attending.

Technology:

- **Staff Computers:** MVLC installed the new computers on 9/30. Payment came out of state aid funds.
- **Wi-Fi:** The Wi-Fi connection gets slow during the busy after school hours. Sarah has contacted the town's Government Affairs officer for Comcast on 10/16 in hopes to improve this.
- **Assabet Interactive:** Sarah is working on transitioning to a new booking system. The events calendar, the museum pass checkouts, and meeting room booking would transfer to Assabet modules. Rather than three separate dashboards, Assabet would house all on one admin dashboard which would improve communication and clarity with patrons and staff.

Maintenance:

- **Fall/Winter HVAC PM:** On 9/26, Premier Mechanical conducted maintenance and found that RTU#1 heat exchanger requires replacement. They recommended that the whole system be replaced but that is in the town's capital plan for FY27 already. Sarah has contacted Orlando to inquire about ARPA funds to cover this cost.
- **Handyman Services:** The cleaning company, City Wide Facility Services, offers handyman services cleaning and Sarah has inquired about this option to complete the growing list of maintenance needs.

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

- This is delayed by the town's approval on the electrical inspection, but still ongoing.

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

New Business:

Staff/Trustees Holiday Party Discussion:

- Sue Clay offered to host. Friday, December 13 is proposed as the date for the event.

December 2024 Meeting:

- Trustees December meeting will be moved to Monday, December 16 rather than Monday, December 23.

HVAC Repair - Discussion and potential vote:

- Quote is from Premier Mechanical for \$9,490.57. Sarah will ask Orlando again about ARPA funding. If not, it could be covered with either State Aid funds or by the Peabody Fund. State aid payments usually are awarded around December.
- ARPA is the first option, state aid is second option, and then Peabody Fund.
- Kevin Moran makes a motion to that if there is no ARPA funding that state aid be used to pay for the HVAC repair. Sue Clohecy seconds the motion. Unanimously approved.

Monthly Reports:

Friend Report:

- The Annual meeting on Saturday, October 5 was well attended and the visiting author was appreciated. Bylaws were changed to be able to make changes as they go. They also have a new board and Mary Saunders is the new President. Next meeting is next Wednesday. A local author event is happening this Saturday, November 2. Sherry Cerino, Nancy Crochiere, Karin Gertsch are the authors.

Bills/Payroll Report:

- Ordering is back up to speed as Lo is back on staff and taken over non-fiction ordering.

Adjournment: Sue Clohecy makes a motion to adjourn. Megan Lichty seconds motion. Unanimously approved. Adjournment at 7:48 PM.

Prepared by Aimee Hamelin on October 28, 2024

Next Meeting: November 25, 2024 at 7:00 PM.