



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Monday, September 23, 2024

Present: Aimee Hamelin, Sue Clay, Megan Lichty, Sue Clohecy, and Library Director Sarah Cognata

Absent: Kevin Moran

Call to Order: Meeting called to order at 6:04 PM.

Old Business:

Minutes:

- Sue Clohecy makes motion to accept August 12, 2024 meeting minutes. Megan Lichty seconds. Unanimously approved.
- Sue Clay makes a motion to nominate Aimee as Secretary moving forward. Megan Lichty seconds. Unanimously approved.

Director's Report:

Staff News:

- Liana Nakatsugawa started this month as the new library page. Her older sister used to be a page.
- Cheryl Kelly is the new Substitute Library Technician. She's been trained and has signed up for Saturday shifts through the remainder of the year.
- Michele has resigned as of 8/26 from the Cataloging and Reference Librarian post. The job description with a few changes is available for Trustee review.
- Sarah will be on vacation starting on 10/21 to 10/25.

Local History:

- Creekside Digital in Maryland has received the two film reels and 74 fiche cards to digitize and will be able to give a timeline for production and completion shortly.

Technology:

- **Staff Computers:** All seven staff computers have reached the end of their lives and will be replaced, costing \$8,264. MVLC will install them and the funds will come from the State Aid budget line.

Maintenance:

- **Trees on Library Lawn:** The dead tree stumps have been removed from the library lawn and red maple replacements will be planted on 9/25. Jean and Joe Soucy from Modern Woodmen of America donated the two new trees and the Highway Department will assist in replanting.

Lobby Bookshelves:

- Premier Builders installed the curved lobby bookshelves on 9/18 and 9/19.

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

- L'Italian Home Renovation and Design has started the contracted work. They are waiting on the building inspector at the moment.

Spirit of Harmony Foundation Instrument Drive:

- Sarah has reached out to the interested patron twice and not heard back. She's unsure if the drive will happen without that contact.

Community Request:

- Jean Soucy of Modern Woodmen would like the use of the lawn on October 1 to assemble treat bags for Sweet Paws Rescue. She will provide the tables and supplies herself for the volunteers.
- Megan Lichty makes a motion to approve the library lawn request for October 1. Sue Clohecy seconds. Unanimously approved.

FY25 Budget:

- Surplus in nonfiction line due to Reference Librarian having recently left. Materials ordering otherwise is normal.

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

New Business:

New Trustee needed:

- Iain Goddard joins the meeting tonight to introduce himself and ask questions as to the role of a Trustee.

Meeting Room Policy – Approve Proposed Updated Policy

- Some revisions are needed due to issues with timing and more groups requesting space than ever before.
- Sue Clay makes a motion to accept the new Meeting Room policy as Sarah explained. Sue Clohecy seconds. Unanimously approved.

Cataloging and Reference Librarian – Review Job Description and Vote

- Job description has been updated to represent what the job is now. Outreach has been added as most staff members now have this as part of their responsibility. Cataloging is not necessary to the job title as this responsibility has also shifted to other positions.
- Job will be posted next week.
- Megan Lichty makes a motion to accept the updated library position as written. Sue Clohecy seconds. Unanimously approved.

Monthly Reports:

Friends Report:

- The curved lobby bookshelves were installed.
- Savannah, Teen Librarian, wants to do a plant cutting swap with the plants in the lobby that are soon to be removed.
- The Friends are changing the bylaws shortly.
- They'll be electing new officers on October 5th at their annual meeting. Their regular October meeting will not happen as scheduled since the annual meeting is right after.

Bills/Payroll Report:

- All is well for FY2025 with respect to acquisitions and payroll.

Adjournment: Sue Clohecy makes a motion to adjourn. Megan Lichty seconds motion. Unanimously approved. Adjournment at 6:34 PM.

Prepared by Aimee Hamelin on September 23, 2024

Next Meeting: October 28, 2024 at 7:00 PM