



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING

Monday, November 25, 2024

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

Absent: Megan Lichty

Call to Order: Meeting called to order at 7:00 PM.

Old Business:

Minutes:

- Sue Clochey makes a motion to accept the October 28, 2024 meeting minutes. Kevin Moran seconds. Unanimously approved.

Holiday Party:

- Most staff can come on December 13, 2024. Sue Clay will host. Yankee swap for \$25 is optional as well.

Director's Report:

Staff News:

- Employee reviews will be scheduled next month and/or January. Cathy will review the Children's Room Staff.

Local History:

- No news on the digitization project yet.

Library News:

- The state aid check of \$11,198.35 has arrived.

Technology:

- **Wi-Fi:** According to the town's Government Affairs Rep, the library's Wi-Fi connection is a courtesy account, so any more bandwidth would have to be purchased. Sarah has had less complaints lately, so she'll wait and see.
- **Assabet Interactive:** Sarah is working on transitioning the new booking system for the events calendar, the museum pass reservation system, and meeting room booking. Webinar training happened the week of 11/18 and the system should be live in the new year.

Maintenance:

- Otis Elevator found no issues on 11/4 during our annual preventative maintenance check.
- Main doors couldn't lock on 11/2 and on 11/4 a locksmith discovered that the right-side door was the issue. They were able to fix it on 11/6.

- **Fall/Winter HVAC PM:** Select Board approved the use of ARPA funds for the heat exchanger during their meeting on 11/4. Sarah submitted the approval on the quote with Premier and hopefully will hear back soon.
- **Handyman Services:** The cleaning company, City Wide Facility Services, came out to complete some various handyman projects including the flagpole issues on 11/12.
- **Cameras:** Wayne Alarm fixed the cameras on 11/19 after issues began on 11/4.

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

- This project is now completed. The final invoice was sent.

FY26 Budget

- FY26 Budget proposal is available for review.

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

New Business:

FY26 Proposed Budget:

- The Town will be having a vote on Prop 2.5 to hopefully increase the budget. Sarah was told to present two budgets: "level funded" where everything stays the same and "level services" can increase but cannot add new line items to the budget. Salaries are a COLA 2% increase, confirmed with Orlando.
- Sue Clohecy makes a motion to accept both level funded and level services budgets for FY26. Erin Wormell seconds. Unanimously approved.

2025 Holiday Closings - Discussion and potential vote:

- Extra closings that require Trustee approval are: Wednesday, November 26, 2025 early closing before Thanksgiving, Saturday, November 29, 2025 (Saturday after Thanksgiving), and Wednesday, December 31, 2025 early closing before New's Year Eve.
- Sue Clohecy makes a motion to accept the 2025 Holiday Closings as submitted. Erin Wormell seconds. Unanimously approved.

Monthly Reports:

Friend Report:

- They increased the programming budget for Sarah to use at her discretion (upped to \$3,000 from \$2,000). Renewed museum passes. An interested party wants to purchase a memorial bench. Figured out dates for March 13-16 book sale. Saturday, May 17 will be the Books in Bloom event. A new slate of officers will happen in January. Next meeting is next week.

Bills/Payroll Report:

- All is normal with ordering and payroll.

Adjournment: Sue Clohecy makes a motion to adjourn. Aimee Hamelin seconds motion. Unanimously approved. Adjournment at 7:32 PM.

Prepared by Aimee Hamelin on November 25, 2024

Next Meeting: December 16, 2024 at 7:00 PM.