



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING

Monday, August 25, 2025

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

Absent: Sue Clohecy

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

Old Business:

Minutes:

- Megan makes a motion to accept June 23, 2025 meeting minutes as submitted. Kevin seconds. Unanimously approved.

Director's Report

Library/Staff News:

Part-Time Circulation Library Technician:

- 12 applicants. 4 applicants interviewed. Erin Winship started on 8/12. Erin will be working Tuesdays and Wednesdays 3-8 and some Saturday shifts.

Backroom/Attic:

- Volunteers from The Great Exchange in Devens will be coming out to pick up furniture and misc. items from the backroom and attic that we have not used in many years. These items will be given another life at schools, community groups, and/or other libraries.
- Due to this, we will create some more workspace in the backroom if staff need to take a Zoom meeting or are putting together StoryWalk signs/take make kits.

MVLC News:

- As MVLC's current ILS contract with SirsiDynix ends in May 2027, they are embarking on a Request for Proposals (RFP) and evaluation process to determine the future of our Integrated Library System (ILS). The RFP for MVLC's Integrated Library System (ILS) closed on July 31, and they received proposals from five vendors: Bywater Solutions (Koha), Clarivate (Polaris), Civica (Spydus), Equinox (Evergreen), and SirsiDynix (Symphony).
- MVLC are currently conducting initial screenings to determine which proposals meet the minimum functional requirements to advance to the next phase of evaluation. The Executive Committee will make this determination, and the Membership will vote on it in September.
- Once vendors are selected to move forward, MVLC will begin scheduling product demonstrations, detailed assessments, and opportunities for ongoing member input through the remainder of FY26.

ARIS/State Aid Reports:

- The ARIS report was submitted to MBLC on 8/1. Overall trends include:
 - slight reduction in traditional physical holding, but with continued levels of use for these collections;
 - increase in electronic resources and use;
 - increase in popularity and engagement of passive activities across the library;
 - increase in physical programs and attendance to these programs;
 - increase in visitors to the library.
- ARIS collects library statistics for both the State and Federal governments. The MBLC uses this data as a factor when calculating State Aid awards.
- Sarah has begun working on the State Aid/Financial Report which is due to MBLC in October.

Maintenance:

- **Water damage:** Demo/repair work of the ceiling completed as of 8/7.
- **Phone Lines:** Verizon came out on 8/20 to migrate our phone lines from copper to fiber. Everything seems to be in working order.
- **Lights:** Sarah reached out to Dan on 8/8 as we have a list of lights out in the building.
- **Staff entrance door:** The latch to the door has been sticking for some time. Superior Door Service of Woburn came by on 8/15 and fixed the issue.

Summer Reading Programs:

- Over 80 people attended the End of Summer Bash on 8/11.
- Many libraries across Massachusetts seem to have low numbers in signups, but a busy summer with active participants in programming.
 - Children's – 112 kids signed up (last year's signups: 158)
 - Teens – 28 teens signed up (last year's signups: 29)
 - Adults – 77 adults signed up (last year's signups: 77)

IMLS Update:

- Further information and future updates can be found here: <https://mblc.state.ma.us/federal-funding/index.php>

Megan makes a motion to accept the Director's Report. Kevin seconds it. Unanimously approved.

New Business

Review of Library Director Evaluation Form:

- The group discussed if we can revise the form as there are various similar questions. Sarah believes the form has been used since at least 2015. She says it is based on the Director's job description. Megan questions can we make the form more concise.
- We discussed making the items and having a check off scale with the possibility of adding a summary area, which is an open check box. Kevin will review some of the examples he has available to him. Megan proposes looking at it as a group during the next meeting. Kevin will provide examples to Sarah for the meeting packet.

Food Donation Drive Request:

- Sarah is looking for approval for a food donation box to benefit the food pantry at the Georgetown Council on Aging.
- Sue Clay makes a motion to help the Georgetown COA for hosting a drive box, according to their schedule. Megan seconds it. Unanimously approved.

Monthly Reports

Friends Report:

- Megan Lichty attended the Friends meeting. There are proposed changes to their articles which will be voted on in October. They reported on the Books in Bloom event, which was quite successful. The quilt was raffled off at the end of summer bash. They talked about the Fall Book Sale. The Friends will do one evening in September. Wednesday, Sept 10th through Sunday the 15th. Donations being accepted September 5-10.

Bills/Payroll Report:

- Purchasing has been light as it has been the start of the new fiscal year.

Adjournment: Sue Clay makes a motion to adjourn. Megan seconds the motion. Unanimously approved. Adjournment at 7:33 PM.

Prepared by Erin Wormell on August 25, 2025

Next Meeting: September 22 at 7:00 PM