



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING

Monday, November 24, 2025

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

Absent: Erin Wormell, Kevin Moran, and Sue Clohecy

Call to Order: Meeting called to order at 7:04 PM.

Old Business:

Minutes:

- Vote is postponed on accepting the October 27, 2025 meeting minutes as submitted due to lack of quorum.

Review of Library Director Evaluation Form:

- General agreement that it looks good, but we cannot vote on official changes until next month.

Staff/Trustees Holiday Party:

- Friday, December 5 and Friday, December 12 have an equal amount of library staff able to attend, but Sarah proposes Friday, January 9 as another possibility so even more can attend. She will check in at a staff meeting later this month and let us know in December.

Director's Report:

Library/Staff News:

- **Library Account Management:** Beginning Monday, January 5, 2026, we will be making the following changes to the process of library account management and borrowing:
 - When borrowing materials, all patrons will be asked to provide their library card in order to check out.
 - If you've lost your card or don't know your number, you can get a new card in person with a photo ID. You can either use your physical card, or the MVLC app can be downloaded to any smart device so you can have a digital version of your card always at your fingertips!
 - Library staff are happy to assist you with downloading, logging in, and navigating the app.
 - If you do not have your physical or digital card with you, you will be asked to provide a photo ID in order to check out materials.
 - Teens and older children who do not yet have a photo ID may provide a school ID or are welcome to use a digital card through the MVLC app.
 - Any individual looking to pick up holds or check out any materials with an account that is not in their name will need to have explicit permission via a note on the owning patron's account. The person listed in that note will need to provide a photo ID.

- Having the card of another patron will be interpreted by staff as that individual having the necessary permission.
- The MVLC app allows multiple card accounts to be added if you would like to ensure someone else has access to your account.
- We will ask patrons if they would like to add or remove authorized users when new accounts are created and when accounts are being renewed, but you may make this change at any time by coming in person or giving us a call.
- Patron birth date will be part of account registration and renewal information. This information will be for library staff reference only and will not change our existing privacy policies.

Potential Children's Program Room:

- The Friends of the Library approved the \$5,000 proposal fee from Jones Architecture for the Children's Room study design. Cathy and Sarah are meeting with Angela and Marc on 11/26 to review their drawings and provide feedback.

Employee Review:

- Erin completed her 90-day probationary period on 11/11. A 90-day evaluation review was conducted on 10/22 between Olivia and Erin. Sarah provided additional comments.
- The remaining staff are working on their self-reviews this month. Sarah will schedule their reviews in December and January. Cathy will review the Children's Room staff.

State Aid:

- The first state aid payment of \$11,438.88 has been awarded.

FY24 Annual Report:

- The library's FY24 annual report was submitted to the town on 11/12.

Maintenance:

- **Fall HVAC PM:** Completed on 10/29 and 10/30. Furnace #2 needs a new heat exchanger, \$6,050.00 to be taken out of the Peabody funds. Everything else is cleaned and in good shape. An entire HVAC replacement was submitted to the town's capital plan many years ago for the FY27 period.

MVLC News:

- A formal proposal will be coming before MVLC Directors at their meeting on 11/25 to vote on migrating our email system from Microsoft to Google Workspace. If approved, target completion date of August 2026, but not later than April 2027 to ensure completion of project before a potential ILS migration.

Technology:

- **Public Wi-Fi:** After Sarah discussed with Tom at MVLC and Comcast, Comcast switched our public network from a dynamic to a static (permanent) IP address on 11/19, cost for 1 static IP address is \$29.95. Public wi-fi keeps going down during high traffic patron times and resetting it resets the IP address and causes trouble accessing resources. Might need to switch to a paid account.

Budget:

- State Aid fund shows a \$6,000 MIIA bill for ongoing legal fees. Everything else is normal.

A vote to accept the Director's Report cannot be taken due to attendance, but the information provided is appreciated.

New Business:

2026 Holiday Closings:

- The Board cannot vote on these tonight, but reviewed the list of proposed holiday closings and agreed that everything seems reasonable.

Monthly Reports:

Friends Report:

- The Friends approved the proposal for the architect. Alice in Wonderland meet the cast event went well. They talked about ordering the memorial bench and discussed the prices. Order will happen in the springtime upon finalization of the message. They're working on the annual appeal that will go out in January or February. Recruiting to help and fill a board member spot was also discussed. Their next meeting is Wednesday, December 3.

Bills/Payroll Report:

- All as usual.

Adjournment: Megan Lichty makes a motion to adjourn. Sue Clay seconds the motion. Unanimously approved. Adjournment at 7:35 PM.

Prepared by Aimee Hamelin on November 24, 2025

Next Meeting: December 22nd, 2025 at 7:00 PM.