



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

## **MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING**

**Monday, October 27, 2025**

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

**Absent:** Megan Lichty

**Call to Order:** Meeting called to order at 7:02 PM.

### **Old Business:**

#### **Minutes:**

- Sue Clay makes a motion to accept September 22, 2025 meeting minutes. Kevin Moran seconds. Unanimously approved.

### **Review of Library Director Evaluation Form:**

- Kevin gave suggestions along with Megan to update the form. Sarah has updated the form to reflect these changes. We will review again at the November meeting. Aimee will investigate putting the proposed form into Google.

### **Director's Report:**

#### **Library/Staff News:**

##### **• Library Account Management:**

- Staff have been reviewing our policies for consistency and confidentiality. Beginning in January 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 complete the checkout process. 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!
- If you do not have your physical or digital card with you, you will be asked to instead 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 also welcome to use a digital card through the MVLC app.
- Any individual looking to pick up materials on hold for or check out books with an account that is not their own 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 also allows multiple card accounts to be added at a time if you would like to ensure someone else has access to your account.

- We will begin asking 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 to the library.
- These changes are intended to offer consistency for both patrons and staff, and they will also aid us in ensuring the integrity and confidentiality guaranteed for all library patrons.
- A discussion amongst staff is also ongoing on whether birthdays should be included on library card accounts. The responses from other MVLC libraries mostly fall on the side of “birthdays should be included”. We will firm this up at our November staff meeting on Friday, November 7 and will begin making announcements to patrons soon after.
- **Potential Children’s Program Room:** Cathy and Sarah met with Angela Plante and Marc Perras of Jones Architecture on 10/22 to review the scope and look at the space so they can get an understanding of what work needs to be done. This company was recommended by the Library Director in Dracut. They’ll create a proposal for their fee and if the proposal is approved by the Friends, they will proceed with working on the deliverables.
- **Seed Library:** We are sunsetting our 2025 Seed Library for the year at the end of this month. Over 150 patrons have used our Seed Library since it launched back in March!
- **Baker & Taylor shutdown:** Baker & Taylor, one of our primary book distributing companies, is shutting down by January. Our Children’s department was already ordering through Ingram when we had done a switch back and forth between B&T and Ingram during the pandemic. The remaining staff have started ordering their collections through Ingram again. Shipments have been arriving pretty soon after orders have been placed so far.

### **Technology:**

- **Catalog computers/Barcode scanners:** We are in the process of replacing our 3 catalog computers (last replaced in 2019) and purchasing 5 barcode scanners to replace at certain staff desks and have additional ones on hand to use during outreach events or collection overview projects. Our current barcode scanners at Circulation (purchased back in 2020) are able to scan a barcode from a phone, but the ones at Reference and Children’s cannot. Total of \$3,642.78 which will come out of state aid funds once complete. Tom from MVLC will be installing these on Wednesday, October 29.

### **MVLC News:**

- As MVLC’s current ILS contract with SirsiDynix ends in May 2027, they are embarking on the evaluation process to determine the future of our Integrated Library System (ILS).
- Beginning in November, MVLC will kick off the evaluation phase with product demos:
  - ByWater Solutions (Koha) and Clarivate (Polaris) will host full-day sessions showcasing all of their modules.
  - Equinox (Evergreen) will offer content-specific demos at various times during the month.
  - All demos will be recorded for those unable to attend live.
- MVLC is looking into the option of migrating from Microsoft Office email system to Google Workspace email system. More to come after the Executive/Membership meeting in late November.

## **Maintenance:**

- **Fall HVAC PM:** Scheduled with Premier Mechanical for Wednesday, October 29.
- **Thermostat:** Premier came out on 10/14 & 10/15 due to a defective thermostat that had the heat stuck on. Since the library's remaining 8 thermostats are similar in age to the now defunct defective one, Sarah requested that Premier Mechanical replace the remaining ones. A technician came out on October 23 and 24 for this.
- **Water damage:** The final invoice for the demo/repair work of the ceiling was received. Their total services, which was reviewed and approved by Lee Zdanys Jr., Senior Claims Adjuster, was \$19,034.99. Georgetown has a \$10,000 water damage policy deductible which will apply to this claim. Lee subtracted the \$10K deductible from ServiceMaster's bill and will reach out to MIIA for payment to them directly for the balance of \$9,034.99. The \$10,000 invoice we received from ServiceMaster was taken out of the Peabody funds.

Sue Clay makes a motion to accept the Director's Report. Aimee seconds it. Unanimously accepted.

## **New Business**

### **Staff/Trustees Holiday Party Discussion:**

- Sarah will poll the staff on dates for December.

## **Monthly Reports**

### **Friends Report:**

- Friends had their Annual Meeting in October. They voted to approve by-laws and articles changes along with the new board members. An event is coming up in conjunction with the Georgetown Theatre Workshop on Saturday, November 1 at 11AM at the Library. The next meeting for the Friends is Wednesday, November 5.

### **Bills/Payroll Report:**

- Bills and payroll as expected.

**Adjournment:** Sue Clay makes a motion to adjourn. Aimee seconds the motion. Unanimously approved. Adjournment at 7:32 PM.

Prepared by Erin Wormell on October 27, 2025

Next Meeting: November 24 at 7:00 PM