



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING

Held via Zoom

Monday, January 26, 2026

Present: Sue Clay, Kevin Moran, Sue Clohecy, Aimee Hamelin, Erin Wormell, Library Director Sarah Cognata, Kathy Urner-Jones, and Mary Saunders

Absent: Megan Lichty

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

Old Business:

Minutes:

- Sue Clay makes a motion to accept December, 22 2025 minutes. Aimee Hamelin seconds. Unanimously approved.

FY27 Budget:

- Confirmation that the COLA adjustment is a 2.5% increase. A \$608,070 budget was submitted. The presentation to the Finance Committee will be in the next couple of months.

Director's Report:

Library/Staff News:

- **Potential Children's Program Room:** We received an updated presentation and some reference notes from Jones Architecture on 12/30. They also included the high-level cost estimate for the project. Cathy and Sarah met with them on 1/23 to review the updated presentation and review how this project could be phased and the timing. Favoring option 1B from the presentation that was shared. Awaiting information from the firm on phasing / timing.
- **Staff reviews:** Complete. Cathy has one more review to complete with the Children's Room staff.
- **Cultural Council Grant:** We have been awarded a Local Cultural Council grant for \$500 for a Henry the Juggler performance. This program will be held in the summer. We have been fortunate to be awarded LCC grants in the past to offset program costs for our summer reading programs.
- **Seed Library:** The Library will be launching our 2026 Seed Library next month starting on Monday, February 9. We have received generous donations of 2025 seeds from Nunan Florist in Georgetown, High Mowing Organic Seeds in Vermont, and local patrons. Different from last year is having this available starting in February when gardeners are starting to purchase their seeds rather than in March.

Maintenance:

- **State Elevator Inspection:** Conducted on 1/6. Unfortunately, LW Bills did not have anyone available on that date and time to be on site to test the elevator smoke recall. Sarah is awaiting an update on what the next steps are.
- **HVAC System:** RTU#1 was trying and failing to kick on starting on 1/14. RTU #1 needed to have an igniter and fan contactor replaced which was replaced on 1/16. Total of \$1,150 for this replacement.

MVLC News:

- **Email System:** MVLC received organizational approval from Google for Nonprofits on December 1, and their Google Workspace account was approved on December 10. The Technology Services team is in the planning phases of the transition, and MVLC will share more details about the project (process, timelines, etc.) soon. MVLC aims to complete this transition by the end of June before the Office365 licenses expire in early August.
- **Patron Purge:** MVLC will conduct their annual patron purge the week of January 26. Patron accounts will be purged if they meet all three of the following criteria: Expiration date and last activity date are 2+ years prior to the purge date; no unpaid bills; and no active checkouts or holds.

Technology:

- **Public Wi-Fi:** A Comcast technician came out on 1/7 and replaced our public modem with a new modem. If we continue to have issues, the technician feels it may call for speaking with IT.
- **Toshiba Copier:** We were having some issues with our copier regarding printing and the scan to email function once we moved to a static IP address at the end of November. The issues were resolved on 1/9.

FY27 Budget:

- Budgets are based on a level service with a 2.5% Cost of Living adjustment for non-union employee compensation. While the budget submittal is preliminary, it will give the Select Board and Finance Committee some initial projections as to what, if any, capital projects can be funded and what if any excess levy capacity does exist for service enhancements. Departments will also be able to adjust their budgets as we move through the budget process.
- Submitted the FY27 Library budget of \$608,070 on ClearGov on 1/5.

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

New Business

Sawyer Fund - Discussion:

- Sarah is talking with the Town Counsel about modifying the restriction to be books, materials, and educational resources for children, including replacement materials, and, where appropriate, programs or services that support children's literacy, learning, and educational development. Currently, the Sawyer Fund is limited to purchasing books suitable for 10-year-old boys.

Update on Charitable Entity (Estate of Sara H. Bean):

- John S. Anderson, Esq., as the attorney for the estate, has sent a letter that the Trustees are entitled to a check in the amount of \$124,572.75. Sarah has been in touch with Orlando. Mary, the Town Accountant, will have to open up a new fund when this check is received. We need to get an Assent Form signed by Megan as she is the Chair.
- Sue Clay makes a motion for Megan to sign the Assent Form so we may receive the funds.

Kevin Moran seconds it. Unanimously approved.

Borrowing Policy - approve proposed updated policy:

- Added a few lines under limits to the borrowing limits section, the holds policy, and accessing your account to reflect the changes the Library made to their account/checkout procedures earlier this month.
- Sue Clay makes a motion to accept the updated Borrowing Policy. Kevin Moran seconds it. Unanimously approved.

Gift Policy - approve proposed updated policy:

- This revised policy includes more information about the relationship between the Library, the Friends of the Library, and the Board of Trustees and how a donor could go about donating to the Friends or the Trustees.
- Kathy Urner-Jones from the Friends suggests one edit to the text on page two, under Financial Donations, first paragraph, second sentence: "Donors wishing to make a gift of appreciated securities or other **non-cash** assets should first contact..." Sue asked a question about receipts for book donations. Mary Saunders from the Friends says that is not a current practice.
- Sue Clay makes a motion to accept the policy as amended. Kevin Moran seconds it. Unanimously approved.

Monthly Reports

Friends Report:

- The Annual Appeal is being sent out in February in the electric bill.
- The Friends changed their policy so that any monetary donation automatically makes you a member of the Friends.
- The Book Sale committee is in the midst of planning. It will be open on Wednesday, March 18. The bag sale will be on Saturday, March 21. The Library will stay open until 2PM for the sale. No sale hours on Sunday.

Bills/Payroll Report:

- Bills and payroll as expected.

Adjournment: Sue Clay makes a motion to adjourn. Kevin Moran seconds the motion. Unanimously approved. Adjournment at 7:37 PM.

Prepared by Erin Wormell on January 26, 2026

Next Meeting: February 23, 2026 at 7:00 PM