



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Monday, April 27, 2026

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

Absent:

Call to Order: Meeting called to order at 7:08 PM.

Old Business:

Minutes:

- Sue Clay makes a motion to accept March 23, 2026 minutes. Kevin Moran seconds. Unanimously approved.

FY27 Budget:

- The library budget that was presented to the Finance Committee earlier in the year is included in the May town warrant with no changes.

Children's Program Room Renovation:

- Sarah has worked on a document to help support the fundraising effort. She will provide a document to the full Friends board in May for a review. (More information can be found in the Director's Report.)

Library Director Evaluation:

- Aimee has compiled and circulated the Director Evaluation. Excellent evaluation and Trustees thank Director Cognata.
- Sarah has also completed her self-evaluation and provided goals. Sarah thanks the Trustees and says she continues to enjoy the job and the town.

Library of Things Donation - discussion and potential vote

- We have the opportunity to add a blood pressure station to the library or add monitors to the Library of Things collection. This is free of charge as it is provided by the American Heart Association. Sarah is recommending the addition of the four monitors to the Library of Things. One monitor would stay on site at all times.
- Sue Clohecy makes a motion to accept adding four monitors to the Library of Things collection that will be provided by the American Heart Association. Sue Clay seconds. Unanimously

approved.

Director's Report:

Library/Staff News:

- **Potential Children's Program Room:** The Friends have requested that Sarah begin developing a case for the program room renovation. This would take the place of their earlier discussion about forming a campaign committee—serving instead as a document they can use to help recruit and guide that effort. The goal of this case is to articulate the rationale for the project, including: Why this renovation is a priority—especially given that it is not part of our current strategic plan, why now is the right time to pursue it, and what the anticipated impacts would be, and what data supports both the need and those projected outcomes. The document was sent to certain members of the Friends on 4/13 for feedback. Cathy and Sharon provided their insights on this document. Sarah will be providing this document to the full Friends board at their meeting on 5/6.
- **Summer Library Intern:** The prospective intern got back to Sarah after she emailed her the Board's approval to let Sarah know she found another internship opportunity. The Board agreed that going forward, Sarah should not wait for the next board meeting. Megan Lichty makes a motion to proceed with accepting potential intern candidates provided they have gone through the interview process and have been vetted by the Library Director. The Library Director will communicate information via email. Sue Clohecy seconds it. Unanimously approved.
- A patron emailed Sarah on 4/9 in regards to our entrance displays specifically where our new adult fiction books are located. Sarah emailed her response back on 4/10 and received a reply on 4/11. The correspondence is attached in the Trustees packet.
- Sarah will be on vacation the following days/weeks: 5/21-5/22, 6/8-6/15, and 6/26.

State Aid:

- The library received our second state aid payment of \$11,546.50. The library received a total of \$22,985.38 in state aid funds this year.

Maintenance:

- **State Elevator Re-Inspection:** The re-inspection took place on April 7. All good.
- **Life Safety Inspections:** The life safety inspections (i.e. fire alarm, sprinkler system) were conducted by LW Bills on April 7. All good. The fire extinguishers inspection was conducted on April 24.
- **HVAC Spring PM:** Premier Mechanical conducted the HVAC spring preventative maintenance on April 7.
- **Staff Entrance Vestibule:** Lee Zdanys Jr., Senior Adjuster, met with Sarah on 3/25 to inspect the staff entrance vestibule and roof. Chris from ServiceMaster met with Sarah on 4/8 to perform moisture readings of the rear entry ceiling areas and determine what mitigation is required. TBD on when this work will start.
- **HVAC System:** A complete replacement of our HVAC system was to be on the capital plan for FY27 (July 1, 2026). After consulting with the Finance Committee and CPC, the Town Administrator and CPC are recommending this to be included as a CPC project in their historic preservation category. This will have to wait until the Special Town Meeting in October to be approved with a potential start date of spring 2027. Orlando and Sarah met with Chris Roberge from Premier Mechanical and Frederick Doherty from Resource and Energy Consulting on

4/17 to discuss the project, incentives, and timelines. Chris and Fred will be back to do a thorough look at the rooftop units and furnaces to help with quoting out the project.

- **Security Cameras:** Six of the library's security cameras lost connection on 4/13. Wayne Alarm came out on 4/27. It has been resolved.
- **Handicapped Signs:** New handicapped signs were installed by the Highway Department on 4/22 as the previous ones had faded and were due for replacement.

Technology:

- **Website:** Stirling completed all of the issues identified in the audit as of 3/25. As part of this work, they made a small adjustment to one of the light blue colors, as it did not meet contrast requirements when used with white text. This update ensures the site meets accessibility standards while staying consistent with the overall design. As a result of these improvements, the site's Lighthouse accessibility score has increased from 77% to 98%.

MVLC News:

- **ILS System:** MVLC Directors voted to have Patty, MVLC Executive Director, to begin contract negotiations with Equinox (Evergreen). A contract will be presented to MVLC Directors for a vote at their Annual Meeting on May 26.

FY26 Budget/Circulation:

- We are into the last quarter of FY26. Sarah will request the Town (i.e. Select Board and Finance Committee) to approve transferring funds from salaries (there is a surplus) into expenses. Ordering is on track. OverDrive numbers continue to grow.

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

New Business

Monthly Reports

Friends Report:

- Betty's bench has arrived. Sarah will ask the Highway Department to install.
- Friends completed their book sale. Wednesday was popular with dealers, but they did experience lower overall foot traffic from the public.
- Friends are starting an e-newsletter which will be sent out quarterly.
- Elizabeth de Veer has written a second book and will be doing a reading at the library on Saturday, May 16.

Bills/Payroll Report:

- Bills and payroll as expected.

Adjournment: Sue Clohecy makes a motion to adjourn. Sue Clay seconds the motion. Unanimously approved. Adjournment at 7:45 PM.

Prepared by Erin Wormell on April 27, 2026

Next Meeting: May 18, 2026 at 7:00 PM