

Georgetown Peabody Library Trustees



Date: Wednesday, January 14, 2015

Time: 7:00 PM

Next Meeting: February 11, 2015 at 7 PM

Minutes

Meeting called to order at 7:05 PM

Trustees present: Ron Chorzewski, Michelle Brock, Kevin Moran, Mary Saunders and Chris Laut

Library Director: Ruth Eifert

Minutes of November and December meetings approved.

Books in Bloom planning report: (Gloria Swanbon)

- To be held Saturday, March 21 6:30 to 9 PM in the library. Tickets \$20
- Gloria to take documents for charity pouring license to Selectmen's meeting January 26. Need to report source of wine, amount and types to ABCC before event. Ron to confirm source.
- Soliciting of ads for booklet has begun. Gloria encouraged trustees to help as Friends of Library members.
- Discussed insurance, social host law, concluded that Friends must be certain that underage guests are not served.

Director's report: (Ruth Eifert)

- Circulation and budget stable.
- Discussed feasibility of data from budget, personnel, and circulation being sent by Ruth to trustees before meetings.

Old Business:

- Rug cleaning scheduled for Jan. 25 and 26.
- George Peabody portrait - plaque installed next to portrait. Ruth to contact Oliver Bros. for appraisal. Also for appraisal damaged portrait in old library reading room.
- Cable television - no bill sent yet. Waiting for installation of shelf before installation of control and editing equipment. Can table be used temporarily?
- Staff has added approval for cabinets for circulation desk. Chris Ann Sullivan, designer, getting quote from Victor for installation. Michelle to follow up if necessary.
- Motion made by Mary to request up to \$6000.00 from the Friends of the Library to use GOAL

funds to pay for cabinets and installation. Chris seconded. Passed unanimously.

- Subcommittee to pursue quotes for new meeting room storage wall construction and electrical work.. Michelle reports that Victor is too busy until late spring.

New Business:

- Discussed annual evaluation of library director by trustees and results of first semi-annual survey of staff. The following are planned outcomes:
 - To improve communication between director and staff a Google document of daily events, issues, and alerts is available as a shortcut on staff computer desktops. Ruth to keep it current. All staff may add items.
 - Ruth proposed that her hours in the library be set as follows: Mon. and Wed. 10 AM to 6 PM, Tues. 12 to 8 PM. Fri. 10 AM to 5 PM and Sat. 9 to 1 PM. Ruth to use Sat. morning hours for paperwork
 - Staff meetings will continue on first Friday of the month with staff input encouraged and followed up.
 - Ruth to write out personal goals for February meeting. Trustees and Ruth to evaluate progress toward goals and repeat staff survey in 6 months.
 - Ruth requests that trustee treasurer work with her on budget preparation in fall.
 - Building repair and maintenance to remain a high priority.
- Long-range plan - MBLC has sent samples and Ruth has forwarded to trustees. Process to be discussed at February meeting.
- Electrician coming Thursday morning to replace bulbs and ballasts where needed. Ron proposed that fixtures in attic be examined to see whether they can be used. Chris made a motion to spend up to \$4000 from state aid for bulbs and ballasts. Mary seconded. Approved unanimously.
- Ruth reported that library sidewalk snow clearing by the cleaning service will now be charged to town snow and ice budget.
- Three new computers have been purchased for the children's room, one each from the Patten Fund, the Memorial Gifts Fund, and State Aid. (\$499 each).
- The Town of Boxford has closed its library building due to air quality issues. Some Boxford patrons are now using our library. Ruth will continue to monitor the situation in case the MBLC decertifies Boxford.
- The tile artist is making progress including getting the design for the Boynton tile approved.

Ron moved and Michelle seconded motion to adjourn at 9:20 PM.

Prepared by Mary Saunders on Jan. 19, 2015