Georgetown Peabody Library Trustees

Date: Wednesday, April 8, 2015

Time: 7:00 PM

Next Meeting: special meetings Wed., Apr. 15, 2015 and Thurs., Apr. 30 at 7 PM
regular monthly meeting Wed., May 13, 2015 at 7 PM

Minutes

Meeting called to order at 7:05 PM

Trustees present: Ron Chorzewski, Michelle Brock, Mary Saunders and Sue Clohecy
Acting Library Director: Sarah Lynch
Trustees not present: Kevin Moran and Chris Laut

Minutes of March meetings unanimously approved after amendment of March 25th special meeting minutes to include "vote not taken" after executive session was proposed by Kevin.

Director's report: (Sarah Lynch)

- Circulation and budget stable.
- Presented a table of vacation and sick time accruals by staff. Sarah has begun use of a staff time-off request form. Trustees approved Sarah's vacation in mid July. Director to approve staff time-off.
- Michelle requested addition of approved future time-off dates on the monthly vacation and sick time report.
- Mary requested that budget, personnel, and circulation data be emailed by Sarah to trustees before monthly meetings.

Old Business:

- George Peabody and The Reverend Brahman portraits were picked up by Oliver Bros. for restoration evaluation.
- Sarah has tried to contact the cable television representative to determine space needed for the control panel in the new meeting room.
- Progress on new meeting room construction discussed.
- Wall tile project is progressing with Sarah beginning email contact with artist and the few outstanding orders.
- The Friends' Books in Bloom event was huge success. Profit $3000. Friends of the Library commended by Trustees. Friends plan to make this a biennial event.

- Discussed means to improve library website. Ruth Shores is willing to assist. Ron suggested potential consultant to contact.

- Long-range plan on hold until new director is hired.

New Business:

- Staff proposed through Sarah that trustees consider closing the library on Memorial Day and Labor Day Saturdays for the sake of the staff and because the library is not well used on those days.. Sue moved, Mary seconded that the library be closed on Memorial Day and Labor Day Saturdays. Unanimous approval. Closures to be well publicized.
- Potential for library opening on Thursdays discussed. Change as in the past depends on Finance Committee. Discussed getting parents and library users involved and going before Selectmen with request for placement on Town Meeting warrant next year.
- Director's position:
    - Plan to hold meeting Wed., Apr. 15 at 7 PM to discuss procedures and to prepare a list of questions to pose to interviewees.
    - Friends of Library search committee volunteers are Amy Smith and Betty Hastings.
    - Three staff members are also interested in being on the committee.
    - Plan to meet on either Wed., Apr. 29 at the library or Thurs., Apr. 30 at Town Hall to go over resumes, finalize questions and set up interview times.
- Michelle will contact sign maker for estimate of cost to replace damaged lawn sign in shape consistent with other town public building signs.
- Sarah proposed amended versions of library policies for Trustee approval.
    - Mary moved and Sue seconded that trustees approve the Equipment Borrowing Policy and the Accessibility Policy as amended by trustees at this meeting. Approval unanimous.
    - Two policies will be considered at each future monthly trustee meeting.
    - The Safe Child Policy and the Collection Development Policy will be considered at the May meeting.

Michelle moved and Sue seconded motion to adjourn at 8:27 PM.

Prepared by Mary Saunders on April 8, 2015