

# Georgetown Peabody Library Trustees



Date: Wednesday, October 14, 2015

Time: 7:00 PM

Next Regular Meeting: Wednesday, Nov. 4, 2015 in Georgetown Peabody Library

## Minutes

### Meeting called to order at 7:04 PM

Trustees present: Chris Laut, Sue Clay, Michelle Brock, Kevin Moran, and Mary Saunders

Library Director: Sarah Lynch

Trustee not present: Sue Clohecy

Trustees approved Minutes for September 16 Trustee Meeting as submitted. Motion by Chris Laut and second by Kevin Moran.

### Old Business:

- Website development Sterling Technologies
  - Town and Stirling in agreement about language of contract.
  - Chris Laut made motion to accept Goods and Services Agreement with funding from State Aid approved by trustees at September 16, 2015 meeting. Michelle Brock seconded. Motion passed unanimously.
  - Trustees discussed staff and trustee involvement in site development. Sarah Lynch will inquire about procedures.
  - Chris Laut made motion to form a trustee subcommittee to be involved with Stirling Technologies Website Development Project. Sue Clay seconded. Unanimous approval.
- Sign discussion
  - School electronic sign approved by town as education event sign.
  - Staff opposed to electronic sign for reasons of aesthetics and usefulness. Prefer patrons inquire at desk. New Website will be source of information as well.
  - Kevin Moran has used small sign for informing school parents (2' by 3' is all that is necessary).
  - Chris Laut favors placing sign on building wall.
  - Michelle Brock will inquire about adding electronic component to sign bid from Newburyport Sign on both sides and/or single side.

- Maintenance punch list - wall paint touch up
  - Quote from Tony Spirito for work = \$20,560.
  - Sarah Lynch to get more quotes. Michelle Brock suggested painters.
  - Kevin Moran suggested that town may have regular painter.
- New meeting room/young adult room
  - Friends of the Library have voted to use GOAL funds for Emily's desk.
  - Will fund shades when new quotes obtained.
  - Trustees examined cable TV equipment and discussed how to protect equipment.
  - Will wait until system is working and all equipment is in place.
- Wall tile project:
  - School building with kiln had fire in September.
  - Artist may now be back at work. Waiting for word from her.
- Policy discussion tabled to November meeting.

#### **New Business:**

- Community Preservation has accepted Trustees' proposal for restoration of George Peabody portrait and will decide whether to approve it for Town Meeting after all submissions are collected at the end of November.
- Leaking slate roof:
  - Received quotes for repair ranging from \$2440.00 to \$17,000 including one that would charge \$5000. to evaluate the roof.
  - Trustees discussed differences between descriptions of scope of the work and timing of the repairs.
  - Mary Saunders made motion that the Trustees accept Aulson Roofing, Inc. proposal for \$2440.00 to be taken from the Peabody Fund if the work can be done this fall, if copper flashing is included in the above quoted price of the work and if the removed damaged tiles are to be replaced with slate. Michelle Brock seconded. Approval unanimous.
  - If conditions above are not met, then Trustees will consider CPC proposal submission at November meeting.

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

- Discussed circulation, staff leave and sick days.
- Discussed high electric bills.
- Suggested Sarah Lynch approach Dave Schauer about snow blower maintenance.
- Movie Production company inquired about use of library for makeup application and interior shots. Trustees suggest director find out whether company willing to pay for use. Also, trustees stipulate that activities must not interfere with patron use of the library.

Chris Laut moved and Kevin Moran seconded motion to adjourn at 9:05 PM

Prepared by Mary Saunders on October 14, 2015.