



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Wednesday, March 11, 2020

Present: Kevin Moran, Chris Laut, Mary Saunders, Sue Clay, Sue Clohecy, Michelle Brock, and Library Director Sarah Cognata

Also Present: Two students from Georgetown Middle High School and a parent with each

Call to Order: Meeting called to order at 7:00 PM

Vandalism Incident:

- One of the pillars in the historic section of the library was deeply gouged by two students. The incident was caught by a librarian and recorded on security video. The police and the parents were called. Other students witnessed the incident but did not stop it.
- The accused students and a parent for each were present at the beginning of the meeting.
- Kevin Moran began by describing the role of the Board of Trustees and having the trustees introduce themselves by name.
- One student read an apology letter and took responsibility.
- The other student spoke an apology and also took responsibility.
- The estimate of repair cost (\$650.00) was presented to them.
- Each parent expressed agreement to pay.
 - Potential community service by the students probably in the library gardens after payment received was discussed.
 - Does insurance pay for this? Trustees agreed that the amount would be within deductible.
- Protocol for handling such incidents was discussed after the students and their parents left.
- Trustees will revisit this issue after payment, possibly at next meeting.

Minutes: Sue Clay made a motion to accept the February 12, 2020 minutes as amended. Sue Clohecy seconded. Unanimously approved.

Old Business:

FY2021 Budget:

- Waiting for answer from the Finance Committee.

Teen/Community Room:

- Haley Hart has visited some smaller libraries and wishes to visit some with larger teen centers for comparison.
- Trustees discussed potential grant applications for expenses involved with moving bookshelves. Also discussed problems involved with obtaining grants from Institution for Savings.

Director's Report:

Garden Tools:

- Georgetown residents borrow for one week.
- Circulation may start in April.
- Wall rack and shelving purchased for storage in closet

Maintenance:

- HVAC winter maintenance by Francis Mahoney completed in January, billed in late February. Expense placed in maintenance line item.
- Fire Department building inspection
 - Rescheduled with Fire Department due to sprinkler repairs not being completed by 2/18. Fire Department will return on 3/20 for a building inspection due to us being in violation of three regulations from our first inspection on 1/13. All three regulations have been fixed.
 - Sprinkler system repair completed on 3/6 by LW Bills and Hampshire Fire Protection.
 - Library passed the state elevator inspection.
- Bat problem
 - Quote from Freedom Pest Control to block bat entrance by installing one-way doors for 3-4 weeks and then blocking the entrance. Can only be done in either in May or August-October
 - Will also clean up guano present in attic closet, basement and a mechanical room.
 - Cost estimate \$3890.00. Guaranteed for 2 years but does not include new openings.
 - Chris moved, Mary seconded, expend \$3890 for bat removal and exclusion to be taken from State Aid. Approved unanimously.

CPC Project (Local History Room Cabinets):

- Michele has called 6 companies. Three have come in to view the room, two quotes have been received: Premier Builders and M. Dasilva Custom Cabinetry.
- Estimate by both: \$25,700
- The project was recommended by the CPC on 3/5.
- Sarah will be attending the 4/14 Public Informational Hearing.

February Circulation:

- 14% increase from last year.

Staff News:

- MVLC Meetings were attended by Cathy, Haley, and Sarah.
- The mobile shelving unit for the Children's Room approved back in November arrived on 2/28. This shelving creates more space for the easy reader's section

New Business:**Library Director Evaluation:**

- Library Director Evaluation will be ready for Sarah's reading at April meeting. Sarah may present her goals at that time.

Friends Report:

- Friends have sent an "annual appeal" letter to the community with the electric bills.

Peabody Fund:

- Michelle expressed concern that Peabody Fund continues to be depleted. Capital fund-raising briefly discussed.

COVID-19 Discussion:

- Sue Clay asked about implications of Coronavirus quarantine on library functions.
- Sarah said that MVLC libraries have cancelled any programs that may have 100 or more people in attendance.

Adjournment:

Meeting was adjourned at 8:05 PM.

Prepared by Mary Saunders on March 19, 2020.

Next meeting: April 8, 2020