



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Held via Zoom During Coronavirus Shut-down
Wednesday, May 13, 2020

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

Call to Order: Meeting called to order at 7:04 PM

Minutes: Sue Clay made a motion to accept the March 11, 2020 minutes as amended. Sue Clohecy seconded. Unanimous approval. There was no April meeting.

Old Business:

FY2021 Budget:

- Received email on Mar. 26 that Thursday hours budget was tentatively accepted.
- Coronavirus outbreak has affected the budget
- As of now the budget that has no change in hours and a 2% salary increase will be presented at Town Meeting on June 15.

Vandalism Discussion:

- Checks received and deposited into the Memorial Gift fund.
- Premier Builders will do the repair when staff is back in the building.
- Community service in the form of work on the gardens on hold for now.

Teen/Community Room:

- No progress

Library Director Evaluation:

- Annual evaluation of Library Director, Sarah Cognata, by the Trustees
- All Trustees submitted and Mary Saunders compiled in April. Sent to Trustees and Sarah Cognata by email.
- Generally positive as usual with numerous favorable comments
- Did include a request for some reports comparing this library with others in MVLC. Sarah will send by email.
- Chris Laut moved and Sue Colhecy seconded that the Trustees accept the evaluation. Unanimous approval. Sarah will file.

Director's Report:

Garden Tools:

- On hold until again possible to circulate materials.

Maintenance:

- Fire Department building inspection sometime in June.
- Inspections on Fire alarm/Sprinklers/extinguishers is scheduled on 6/10 with LW Bills.
- Bat removal to start on 5/18.

CPC Project (Local History Room Cabinets):

- Sarah attended a CPC virtual meeting.
- Bookshelves for local history room will be voted at town meeting.

Staff News (during shutdown):

- Virtual staff meetings now twice a month
- Single staff member in building to take calls on Mon., Tues., and Wed.
 - Received tech support and materials access requests
- Patrons can apply for e-library cards online. Physical card available for patrons once we re-open.
- A separate portion of the Wi-Fi has been set up for access outside near the building without a password.
- Virtual summer reading programs are planned and are being funded by the Friends.
- MVLC has increased Overdrive access to e-books, audiobooks, and magazines.
- Utility costs have been lower than last year.

New Business:

Friends Report:

- Friends Annual Appeal letter in the Electric Bill produced good results.
- Friends are supporting Summer Reading programs.
- Book sales are waiting for a safer time.

COVID-19 Discussion

- Sarah Cognata supplied state and state library reopening plans which are subject to change.
- Trustees discussed with Sarah Cognata plans for acquiring safety materials as in plexiglass shields at circulation desk and hand sanitizer dispensers.
- Children's Librarian, Cathy DeWitt, has requested that children under 7 not be allowed in the building during phase 3.
- Chris Laut suggested that Sarah Cognata contact online vendors to see whether they will provide additional online access to newspapers and magazines.

Adjournment:

Meeting was adjourned at 8:22 PM. Sue Clohecy moved; Sue Clay seconded. Unanimous approval.

Prepared by Mary Saunders on May 26, 2020

Next meeting: June 10, 2020