



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING
Held on Zoom during Coronavirus Shut-down
Wednesday, June 10, 2020

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

Absent: Sue Clay

Call to Order: Meeting called to order at 7:06 PM

Minutes: Chris Laut made a motion to accept the May 13, 2020 minutes. Michelle Brock seconded. Unanimous approval.

Old Business

FY2021 Budget:

- Plan C budget which includes 2% salary increase will be proposed at town meeting on June 15.
- Chris plans to attend the meeting and will text Sarah if her input is required.

Vandalism Discussion:

- Premier Builders will schedule the repair of damaged pillar.
- Will also repair other scratches and bill the library separately.

Director's Report:

Maintenance:

- Fire Department inspection will be June 17 at 10 AM
- Fire alarms, extinguishers, and sprinklers completed. Reports to be sent.
- Bat problem was to be addressed May 18, but no crane was available.
 - Reschedule, probably in the fall.

Phase 1 Reopening:

- Full time staff were back in building June 3.
- Will be in building Mondays 10 to 6, Wednesdays and Fridays 10 to 5PM.
- Curbside pickup began June 8. Response good so far.

- Will probably schedule pickups every 10 minutes because people are arriving at their appointed times.
- Trustees discussed what to do about outside pickups in inclement weather.
 - Between two sets of doors, purchase tent, or use bin with lid.
- All staff continue to be paid and are working at home when not at the library.
- All Department Heads have submitted to the town their lists of materials required for safety: plastic shields, masks, sanitizer dispensers, signs. etc. That list went to the state last Friday. Federal funds will be used.

New Business:

New Officers:

- Tabled to July meeting after the town election.
- According to the by-laws, Kevin may not serve a third consecutive year as Chair.

Friends Report:

- Friends Annual Appeal letter in the Electric Bill produced over \$1000 in donations.
- Mary will report the total at the July Trustee meeting.
- Friends spent over \$8000 on the library in calendar year 2019 for public programs, museum passes, and the summer reading program.
- Michelle will write a thank you letter to email to the Friends.

Policies:

- Mary proposed and Sue seconded that Trustees approve the GPL Reopening Plan Phase 1 as amended to have 10 minutes between scheduled patron pickup times and Phase 2 as amended under Technology to read “at library staff discretion.” Unanimous approval.
- Sue proposed and Michelle seconded that Trustees approve the Patron Policies and Procedures during the Covid 19 Recovery as submitted by Sarah with item 4 amended to read “pickups at entrance in 10 minutes intervals” and to post the document on the library website. Unanimous approval.
- Mary proposed and Sue seconded that Trustees accept the Pandemic Policy as submitted by Sarah and that it be posted on the website. Unanimous approval.

Adjournment:

Meeting was adjourned at 8:16 PM Sue Clohecy moved; seconded. Unanimous approval.

Prepared by Mary Saunders on June 10, 2020

Next meeting: July 8, 2020