



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, July 8, 2020

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

Absent: Michelle Brock

Call to Order: Meeting called to order at 7:05 PM

Minutes: Sue Clohecy made a motion to accept the June 10, 2020 minutes. Chris Laut seconded. Unanimous approval.

Old Business

Vandalism Discussion:

- Premier Builders still need to schedule the repair of damaged pillar
- Will also repair other scratches and bill the library separately

COVID-19 Discussion:

- State Phase 3 opening would be for limited browsing, but Selectmen and Board of Health have not yet approved opening.
- Library does not yet have all safety equipment required and will not open until all is ready.
- Mary Saunders moved and Sue Clohecy seconded that Trustees approve Phase 3 Opening Plan as submitted unless revision is required at August meeting
- Library will continue pick-up of materials outside the front door.

New Officers:

- Trustees discussed slate of candidates
 - Chair - Mary Saunders
 - Vice-Chair - Sue Clohecy
 - Secretary - Michelle Brock
 - Treasurer and Budget Consultant - Kevin Moran

- Historian - Sue Clay
- Sunshine Fund commitments - Chris Laut
- Sue Clohecy moved, Sue Clay seconded. Approval of slate unanimous

Director's Report:

Mello Trash Pick-up Service:

- Check for \$512.04 returning fiscal year 2020 payment for trash pick-up was deposited in the Memorial Fund.
- No future trash pick-up charges anticipated.

Maintenance:

- Scheduled Fire Department inspection completed successfully.
- Bat eviction reschedule probably in the Fall

Curbside Pickup:

- Continuing with the 10-minute slot times, but have now added 2 pickups in each 10 minute slot.
- 50 pickups available per day, have accomplished 300 so far.
- Staff will decide at their meeting whether to increase hours or to add an additional day.

Staff News:

- Optima (the delivery service between libraries) has resumed return of items belonging to our library only.
- Library Director vacation request approved for August 24 to 28.

Summer Reading Programs:

- Summer reading programs for children, teens, and adults began on June 19. They will run until August 28.
- Participants log hours/books/activities in the Beanstack software. This is the same software used last year and it is funded through a grant by MLS/MBLC.
- Sign-ups reduced from previous years, as expected.

Action Plan:

- Trustees reviewed and approved Accomplishment Report for FY2020 Action Plan
- FY2022 Plan will be due to the state in the fall.
- New planning document will need to be assembled for FY2023-28

New Business:

Phone System:

- The system was installed 13 years ago when addition was built. All attached to one Dell CPU unit that has stopped working reliably. Original company is now out of business.
- System was having intermittent difficulties for some time. Now it has stopped. Phones are critical for library operation, now, more than ever.
- Sarah Cognata presented three options for new, upgraded systems obtained from two firms recommended by Red Kelley who works for the town.
- The option that would rely entirely on the Cloud and charges an annual fee does not have a track record and seemed too risky to the Trustees.
- The other two options seem equivalent in service and reputation.

- Sue Clohecy moved and Sue Clay seconded Trustees accept quote from Partners Technology Voice and Data Solutions for \$8756.52 half to be taken from maintenance line item and half from State Aid funds. Unanimous approval.
- Charges are in accordance with State blanket contract pricing.
- Sarah Cognata expects to be able to have the new system running next month.

Friends Report:

- Friends Annual Appeal letter in the electric bill produced over \$1700 in donations.

Adjournment:

Meeting was adjourned at 7:57 PM.

Chris Laut moved; Sue Clay seconded. Unanimous approval.

Prepared by Mary Saunders on July 19, 2020

Next meeting: August 12, 2020