



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, August 12, 2020**

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

**Absent:** Chris Laut and Sue Clohecy

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

**Minutes:** Kevin Moran made a motion to accept the July 8, 2020 minutes. Michelle Brock seconded. Unanimous approval.

**Old Business:**

**Vandalism Discussion:**

- Painter Tom from ProMark Painting will be starting soon to fix the vandalism as well as other scratches.

**COVID-19 Discussion:**

- Changes to preparation. Sarah forwarded to Deb Rodgers and we are awaiting the Board of Selectmen meeting on Monday, August 17th to determine if they will approve the Library's plan to allow patrons into the building.
- Only change from last month's plan is adding that appointments will be necessary. Patrons can go online (7-14 days ahead) or call to schedule. Sarah is working on scheduling software.
- Computers will be located in the meeting room with a printer for those patrons who need access. Staff will also be available to talk individually in person with appropriate precautions.
- Motion to approve changes to the Phase 3 plan from last meeting. Kevin motioned, Mary seconded. Motion approved.

### **Phone System:**

- Installed on 8/4 and staff was trained that day.
- Minor issues when phone lines are called out that our address is Searle St. not 2 Maple St. Red Kelly is checking into it.
- Also, the hunt group for our main line and backup line is not working. Red Kelly has been contacted to help resolve this issue.

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

#### **Anytime STEM Learning Grant:**

- Cathy DeWitt applied and received an Anytime STEM Learning grant from MBLC. This is a one-year grant for \$7,500 starting in October.
- Cathy's objectives with the grant (may change with the current COVID-19 situation):
  - Provide science and technology-based programs for elementary and middle school aged students that focus on promoting 21st century skills.
  - Purchase current science and technology-based books and materials in order to create a "Library of Things" that will support the Georgetown schools science and technology curriculum.

#### **Maintenance:**

- Bat problem: Exterior work completed on 8/7. The bat door will remain for 3-4 weeks. Once they are confident the bats have vacated; they will remove the device, seal the area and re-inspect to ensure all areas of concern have been addressed. Once completed, next step is to vacuum up the animal droppings and disinfect.

#### **Curbside Services:**

- Curbside service is no longer by appointment. Now just call ahead to have their books placed outside. Might add additional hours in the future. Now offering curbside printing. Ten pages a day free per patron. Museum passes now available on TixKeeper and can be picked up during curbside hours.
- Patrons are able to get transit orders via MVLC which goes into quarantine for 3-4 days.
- Reminder that our Wi-Fi is available to patrons outside the library. May be good for students who need remote access.

#### **Staff News:**

- One of our library pages has resigned as she is heading off to college at the end of the month. Sarah will be hiring a new page this coming month.
- Sarah added a COVID 19 line to the budget in case needed for future reporting needs by the town.

### **New Business:**

#### **FY21 & FY22 Actions Plans:**

- FY 2021 has already been sent to state.
- FY 2022 will need to be sent to the state by December 2020.
- Motion to accept FY 2022 Action plan. Sue motioned. Kevin seconded. Motion approved

#### **Director FMLA Leave Discussion:**

- Sarah has informed the Town Administrator she will be taking maternity leave through FMLA and completed the paperwork. She expects to leave October 26th for twelve

weeks until January 18, 2021. She will use her accrued sick time and then vacation time will be used. Staff is working with Sarah to divide job responsibilities until she returns.

**Friends Report:**

- Book Sale will be held. Friends will bag up five books at a time and then place them on a table under a tent in Children's garden on Wednesdays. They will be bagged by subject. Payment by cash or check donation. Slated to begin the last Wednesday in August and every Wednesday thereafter until the weather doesn't permit it.

**Bills/Payroll Report:**

- Kevin has been going in to sign bills and payroll.

**Adjournment:**

Meeting was adjourned at 7:53PM.

Michelle moved; Sue Clay seconded. Unanimous approval.

Prepared by Michelle Brock on August 13, 2020

Next meeting: September 9, 2020