



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, September 9, 2020

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

Absent: Sue Clohecy

Call to Order: Meeting called to order at 7:21 PM

Minutes: Sue Clay made a motion to accept the August 12, 2020 minutes as amended. Mary seconded. Unanimous approval.

Old Business:

COVID-19 Discussion:

- Phase Three was approved the Board of Selectmen at their meeting on 8/17. BOS recommended sending Board of Health agent our re-opening guidelines again before we “hit go” on our opening by appointment only date. BOH agent felt we were currently meeting the necessary guidelines at the BOS meeting on 8/17, but would be happy to see them again before we “re-open”.
- The live date for the next phase is September 28th. Appointments can be made through online software called Acuity Scheduling or by phone.
- At most, six visitors will be in the library using computers or meeting with staff unless families arrive together as one of the appointments. More hours will be added for curbside pickup as well.
- Sarah gave the Trustees an online demonstration of the software which she chose after reviewing several companies. Acuity is provided by an outside software company for a small monthly fee.

Director’s Report:

Anytime STEM Learning Grant:

- Grant awarded by state as noted in last month’s meeting should arrive by October and then a press release will be sent to the newspapers.

Vandalism Discussion:

- Repairs from the vandalism should be completed on Thursday, September 10th

Phone System:

- Payment made on this bill warrant. Half coming out of state aid and other half out of maintenance line item
- Address issue: Verizon incorrect street address issue is a company issue.
- Hunt group issue: Red Kelly will work on the hunt group issue. Sarah will check in with him about resolution before she goes on leave.

Maintenance:

- Bat problem: No update.

Open Wi-Fi Network:

- Public Wi-Fi Access is being abused by people who are using the address to download pirated movies. Comcast notified the library of this illegal activity. Sarah is going to add a password per suggestion by Red Kelly if this continues further. Hopefully this will deter the problem

Summer Reading Programs:

- Children's – 182 kids signed up (last year's numbers: 248) Around 95 kids logged in 10 hours or more. Children are picking up prizes.
- Teens – 20 teens signed up (last year's numbers: 81)
- Adults – 46 adults signed up (last year's numbers: 67)

Staff News:

- Cian Healy is delighted to be hired as our new Library Page. He'll work a minimum of four hours per week shelving books and assisting with other projects.

New Business:**Library Management during Director Leave:**

- Cathy/Ruth will be in charge of payroll/time sheets and Michele will be in charge of bills/ordering supplies.
- All full time staff will be sent a document that lists "other duties" that they may or may not need to be taken care of while she is gone. She will be available for questions while she is on leave.
- Cathy/Haley will be staff rep for Friends meetings and Cathy will be staff rep for Trustees meetings.

Friends Report:

- Friends have organized a book sale on Wednesday afternoons in September. They pre-bagged books for sale by genre and were paid by donation. Everyone was socially distanced. First book sale was rained out. Second one earned \$336!

Bills/Payroll Report:

- Kevin has been going in to sign bills and payroll

Adjournment: Meeting was adjourned at 8:05PM.

Chris moved; Sue Clay seconded. Unanimous approval.

Prepared by Michele Brock on September 9, 2020

Next meeting: October 14, 2020