



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, October 14, 2020**

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

**Absent:**

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

**Minutes:** Chris made a motion to accept the September 9, 2020 minutes. Sue Clay seconded. Unanimous approval.

**Old Business:**

**COVID 19 Discussion:**

- Phase Three began on Monday, September 28.
- 14 appointments scheduled for this month so far; 11 computer/printer use and 3 reference/readers advisory.
- Curbside pickup continues to go well. Patrons are very happy with the additional hours for curbside.
- Since June 8, the Circulation staff have conducted 2,029 curbside transactions.
  - When we were scheduling appointments for curbside (6/8-7/24): 606 transactions
  - When we dropped the appointments (7/27-9/25): 1168 transactions
  - Phase 3 with the expanded curbside hours (9/28 - 10/9): 255 transactions so far

**Director's Report:**

**Anytime STEM Learning Grant:**

- The town has received the money for the LSTA Grant. This is a one-year grant for \$7,500.
- A press release was sent to the newspaper and a shortened version was posted on our Facebook page and shared in the Georgetown groups.
- Cathy DeWitt's objectives with the grant:
  - The LSTA grant will fund purchasing of STEM/STEAM materials that can be

borrowed by the patrons. This will include a telescope, building and designing materials, robots, science kits, microscope, and science based board games.

- A STEM club will be created in order to introduce the materials purchased and science challenges including citizen science activities. Cathy will also bring in science based programs late spring through the summer depending on the status of the library opening. The programs planned will be presented by North Shore Nature, Museum of Science, Playful Engineers, and an animal expert.
- Haley will be assisting with processing the materials and helping out with programming.

#### **Phone System:**

- Hunt group issue: Reached out to Red Kelly on 9/28 and 10/5. No response
  - Reached out to the Town Accountant on 10/6 to see if she can provide a Verizon account number for our phone lines. Verizon needs this information to help us directly with this.

#### **Maintenance:**

- **Bat problem:** No new information: Only interior work cleanup needs to be done.
- **Wooden poles repair:** Bill was part of last week's bill warrant. Amount came out of Memorial Gifts account. The project is now complete.

#### **Open Wi-Fi Network:**

- We have not received any more letters from Comcast. The network continues to be open (without a password) and is available every day between 8am and 8pm.

#### **Automatic Renewals:**

- MVLC has turned on automatic renewals for Georgetown. Most items checked out from the Georgetown Peabody Library will automatically renew if they have not been returned three days before their due date.
- Under the new program, patrons will no longer have to take any steps to renew items in their possession, even if the items came from a library in Georgetown's network of libraries. Items that cannot be renewed include: items on waiting lists, items that have reached their renewal limit, items borrowed from outside the Merrimack Valley Library Consortium and items checked out from a nonparticipating library.

#### **CPC Project (Local History Room Bookshelves)**

- Premier Builders is starting the fabrication of the bookshelves that was approved at our last town meeting.
  - Expected date of completion on or about 12/2/2020.
- Awaiting a standard town contract from Town Administrator to send to Premier Builders to sign.

#### **Staff News:**

- The Commonwealth Catalog is now back online as of September 21. This allows patrons to borrow books or other items through the Georgetown Peabody Library from libraries outside the MVLC network.
- Cathy is offering a Virtual Family Story Time for the next 3 weeks on Tuesdays.
- Sharon, Children's Librarian, is overseeing a Beginner's Book Club for kids in K through 3rd grade. These programs will be hosted on Zoom. Meeting is October 26th
- Haley, Teen Librarian, had sent out a survey to the teens to see how she can help them

(programs, check-ins, etc.) during this time. They seem interested in a Cookbook Book Club so the first meeting is on November 2.

- Haley is also overseeing a Haunted Halloween Reading Challenge. Opened to all ages. Throughout this month, patrons can read some spooky books to be entered to win a mystery prize. All ages can participate and they can register for this on Beanstack (software used for our summer reading programs).

### **New Business:**

#### **Friends Report:**

- Book Sales are still happening unless there are weather challenges which impacts how many people can come in.
- Museum passes are still being sponsored. Some museums have extended the expiration dates due to COVID. Some have not.

#### **Bills/Payroll Report:**

- Discussion around spending of fiscal year before end of FY 2021. Nothing has been decided by the state.
- Bills/payroll are being signed by Mary and Kevin.

Our next meeting is scheduled for Veteran's Day. We discussed moving a week ahead or behind. Decided to change to Tuesday, November 10th after a motion by Sue Clohecy and seconded by Sue Clay.

**Adjournment:** Meeting was adjourned at 7:45PM.

Sue Clohecy moved; Sue Clay seconded. Unanimous approval.

Prepared by Michelle Brock on October 14, 2020

Next meeting: November 10, 2020