



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, February 10, 2021**

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

**Absent:** Michelle Brock and Sue Clohecy

**Call to Order:** Meeting called to order at 7:03 PM

**Minutes:** Chris Laut moved; Sue Clay seconded; January 13, 2021 minutes approved with these changes: Terry Palardy instead of Esther, Books in Bloom, and add Partners in Technology to Verizon as phone service provider.

**Old Business:**

**COVID 19 Discussion:**

- Curbside pick of materials continues.
  - 3390 curbside transactions in 2020 and 620 so far in 2021.
- Saturday pick-up hours considered.
  - Kevin asked that regular Saturday librarians be offered the time first. Sarah was planning that.
  - To begin perhaps in March.

**History Room cabinets:**

- Installed. Payment and contract settled.

**Phone System:**

- Remains a problem after 4 or 5 visits.
- Partners Technology will try replacing the cordless phone.
- Hunt group still needs to be activated.

**Director's Report:**

**State Aid:**

- First payment \$6976.51 due soon.

**STEM Grant:**

- Kits and games purchased by Cathy.

- Haley is processing for circulation.

#### **CARES Act Grant:**

- Ruth applied for and was awarded CARES Act funding through MBLC to develop and provide remote activity kits to our teen/adult community through our curbside pickup service.
- Monthly offerings of 30 'Take and Make Activity' bags.
- Deciding whether to offer pick-up from table or advance reservations.
- \$2500 to be spent before September.

#### **Maintenance:**

- Elevator passed inspection.
- Scheduled Fire Department inspection resulted in need for 4 bulbs to be replaced in emergency lights. To be done by electrician.
- Bat found. We have 2-year warranty. Interior cleanup completed 1/29.

#### **New Business:**

#### **FY 2022 Budget:**

- Town calls for level funding.
- Discussed possible increase in energy costs once library fully reopens. May have to use funds from Repairs and Maintenance line.
- Should include 2% across-the-board salary increase.
- Sue Clay moved; Chris Laut seconded approval of proposed budget for 2022 with word "trash" removed from Custodial line. Unanimous approval.

#### **Wi-Fi Hotspots**

- Purchased 2 with case and cables for \$145 each with annual Sprint payment of \$240.
- After discussion of nature of hotspots and return policies, Sue Clay moved; Kevin seconded that Trustees approve lending policy and borrower's agreement form. Unanimous approval.

#### **Town Information Brochure:**

- Discussed revising and updating.
- Both print and electronic formats necessary.
- Still needs approval of Select board.

#### **Friends Report:**

- Annual appeal has brought in \$1145 so far.
- Trustees urged to join Friends through library website PayPal payment.

#### **Bill/Payroll Report:**

- Chris signed this past Monday. Sue Clay will next Tuesday.

#### **Adjournment:** Meeting was adjourned at 7:57 PM.

Chris moved; Kevin seconded. Unanimous approval.

Prepared by Mary Saunders on February 11, 2021

Next meeting: March 10, 2021