



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, March 10, 2021**

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

**Absent:**

**Call to Order:** Meeting called to order at 7:07PM.

**Minutes:** Chris Laut moved; Sue Clohecy seconded to accept the February 10, 2021 meeting minutes as written. Unanimous approval.

**Old Business:**

**COVID-19 Discussion:**

- Now offering curbside on Saturdays beginning March 20th and Saturday staff given first option to take hours.
- Mike Farrell and Deb Rodgers, Board of Health, notified the library that town employees are eligible to get volunteer hours and then consequently their vaccine shots at Senior Centers locally. Some staff will be utilizing this option.
- Deb Rodgers, Health Agent, has not provided any info about when the Library can open to patrons.
- Discussion about changing some guidelines with regard to processing returned books and other protocols.

**Phone System**

- Changed cordless phone at the Circulation Desk to a newer model. Thinking of swapping the desktop phone from the Teen Room and using cordless phone from Circulation Desk as backup.
- There was also a problem with town local numbers being forwarded to other people including the Library. Verizon has been out multiple times these past few weeks. One of the issues was the fax line was not working properly. Verizon was able to fix that. Bob from Partners was here on 3/3 to take a look with the issues still occurring with no solution in sight.
- Sarah is still on the hunt to fix the hunt group

## **Director's Report:**

### **Bat problem:**

- Another bat was found in the Children's Room on 2/22. Freedom Pest inspected the library again and found another spot in the attic that could be a potential area the bats could be coming in. The original spot they did seal up still looks fine and there were no bat droppings nearby. Since they cannot install a one way door again until May, we are at the top of the list for them to come back out in the spring.

### **Emergency Lights:**

- Dan, our electrician, replaced the 4 emergency lights that the Fire Department found not functioning from their inspection back in January. Fire Department are returning on 3/31 for a re inspection

### **Town Brochure:**

- This will go out to the whole town.
- Any changes? Mary asked that we consider adding the history of Native Americans to the beginning of our town. We discussed possible wordings and made the appropriate changes
- Sarah will return with a final copy for the next meeting for final approval.

### **FY2022 Budget:**

- Sarah was scheduled to meet to discuss the budget with Finance and asked chair Sheila Ruth if she could reschedule due to a conflict with the Trustees meeting. She has not received a new meeting time yet.

### **Monthly Reports:**

- Maintenance line item has been exhausted.
- Circulation stats will improve due to one year of COVID beginning.
- Staff encouraged to take vacation time if needed.

## **New Business:**

### **Director Evaluation:**

- Sarah asked that her current evaluation have questions that take into consideration that this past year was a COVID year and that she was out on Family Medical Leave.
- We will adapt the questions via a Google Questionnaire and Mary will compile and send out to Trustees before the next meeting.

### **Long Range Planning:**

- Discussed planning for a new 5-year plan. It would allow the Library to apply for grants for programming, etc. We need to have done by October to be considered for the next round of grants.
- After discussion with staff and Trustees it was felt that we could skip a year and work on for October 2022. Chris talked about hiring a consultant from an Advisory Board to help with the community feedback as we used for the last 5-year plan.
- Sarah can send our current Long Range plan for review by Trustees and revisit this again when we are meeting in person more regularly, possibly by the end of this summer.

### **Garden Tools:**

- Chris asked about returning garden tools. No return to other libraries or through book drop. Needs to be brought to Circulation desk. Discussion about what is good working condition.
- Adjustments to Policy and Agreements were discussed. Sarah will make changes. Indemnification options look great.
- This year will be a trial year for this service and it will only be for Georgetown Residents. We will revisit after one year to open to other MVLC users.
- Chris discussed Borrowers Agreements and Indemnification Agreement and whether these could be merged together to be clearer for the borrower.
- Copies of the Borrower Agreement are also going to be in the boxes with the tools. Signed copies will be kept on file and will only need to be signed once.
- Michele will have a chance to merge the Borrower documents together and bring back to the next Trustees meeting for final review.
- Need to remember to review in a year's time to remove the line that indicates for Georgetown Residents only.

### **FY2020 Town Annual Report:**

- Annual Report will be submitted to town that will be posted for the Town Meeting. Can be accessed digitally on Town website when available.
- Previous Town Annual Report paper copies have not been digitized. Also wondering if we can digitize new reports that are electronic on Town system to our site so they can be saved centrally.

### **Friends Report:**

- Possibility of outside Book Sale in June.
- The Georgetown Electric mailing Annual Appeal drive was a success.
- They also discussed when the Friends will be able start to taking used book donations. One thought that with COVID restrictions preventing meetings in the Library, books might be placed into the Meeting Room for quarantining and donors could enter through the emergency exits to make their donations.
- Discussion about using the Library's Facebook page and website to let the public know when we are taking donations again.
- Friends are paying for outdoor story walk materials for the summer/fall books on the back lawn of the Library.

**Adjournment:** Meeting was adjourned at 8:28PM.

Sue Clohecy moved; Sue Clay seconded. Unanimous approval.

Prepared by Michelle Brock on April 11, 2021.

Next meeting: April 14, 2021