



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, April 14, 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 7:05PM

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

Old Business:

COVID-19 Discussion:

- Sarah had first Department Head meeting in over a year on 3/22. There is a \$250,000 shortfall in revenue at the moment, they are asking departments to not spend all of their budget if they can. This is all voluntarily since the department budgets were approved at Town Meeting.
- The Town Administrator will be discussing with the Board of Selectmen and Department Heads on reopening town buildings within the next couple of months. Some Trustees discussed how long it would be necessary to reopen.
- There have been an average of 6-8 curbside transactions on Saturdays since starting curbside pickup on Saturdays back in March. Patrons are starting to realize we are offering that option now so the numbers will start to increase.
- After a discussion with the Circulation staff and reviewing MBLC/MLS guidance, any items returned in our book drop are quarantined for 48 hours. We were originally quarantining for 7 days. Items in delivery bins are also now quarantined for 48 hours. They were originally quarantined for 3-4 days at most.

Phone Issues:

- Fixes seem to be working and Sarah is still on the hunt for the hunt group.

FY22 Budget:

- Sarah presented the FY22 Budget to the Finance Committee on 3/31. Finance hopes that FY23 may be a better year to allow the library to be open on Thursdays. It appears that the

Thursday hours will be approved as soon as budgeting allows it to happen.

Community Brochure:

- Trustees feel that this brochure looks great as presented by Sarah. She will try to get on the Selectman meeting agenda for their review. This document will be reviewed annually. It will go out to the whole town.

Garden Tools:

- Michele Augeri combined everything as asked during the last meeting. The Borrowing Policy and Borrower's Agreement was submitted for review and approval. Michele has created an info sheet for each tool to be laminated and placed in the container that the patron will check out along with the tool. We will also have this information available on our website and in our 'Library of Things' binder. Electronic and hard copies of the forms with barcodes will be kept at the Library in case tools get lost.
- Sue Clohecy moved that we approve the Georgetown Peabody Library Tool Shed Borrowing Policy. Sue Clay seconded. Unanimous approval.
- Sue Clohecy moved that we approve the Georgetown Peabody Library Tool Shed Borrowing Basic Policies. Sue Clay seconded. Unanimous approval.
- Sue Clohecy moved that we approve the Georgetown Peabody Library Tool Shed Borrower Agreement. Sue Clay seconded. Unanimous approval.

Director's Report:

Staff Reviews:

- Sarah has completed all staff reviews.

Maintenance:

- Building inspection: Fire Department returned on 3/31 for a re-inspection. Everything passed.
- Fire Sprinkler/Alarm/Extinguishers Inspections: Occurred on 4/13 with LW Bills and Hampshire Fire Protection, everything passed.

Anytime STEM Learning Grant:

- STEM kits have been advertised through social media posts and flyers. Patrons can place a hold for local pickup only.
- Virtual Whale Watching program was held on 3/27/21 and was viewed by 11 families.

CARES Act Grant:

- Press release sent to local newspaper on 3/30. Each week there will be a different craft kit from April to September. Thirty take and make crafts will be available on a first come, first serve through a signup form that is publicized on our website and Facebook page. Registrants can pick up the kits during curbside hours.
- Craft kits for the month of April: Decoupage Spring Eggs, Black-out Poetry, Earth Day, and Bee and Butterfly Gardens.

Monthly Reports:

- Over 70% of our budget has been spent. Both State Aid payments have come in.
- We have been one year since COVID. Last year at this time, we had 64 items circulation. This year over 1200 items.

New Business:

Director Evaluation:

- We discussed with Sarah her evaluation that she had already had a chance to review prior to the meeting. The Trustees appreciate all that Sarah has done! Motion by Chris to accept Sarah's Evaluation as presented. Seconded by Sue Clay and unanimously accepted.

Teen Space:

- Haley & Sarah met on 4/5/21 to re-discuss revamping part of the non-fiction area into a teen space. Original discussion about this took place last year right before COVID began. Weeding of the non-fiction collection still needs to be completed before the next steps of revamping the area.
- Ruth is currently working on the weeding project. Once this is complete the next thing is to remove one shelving unit and some study carrels. Three small Teen shelves currently in the Teen section might be moved and then add the nonfiction shelf to that area. Sarah will look into moving companies that other libraries have used in the past to assist with this move. Current Teen shelves will be repurposed for another use after these moves.

Friends Report:

- Friends have contributed \$4000 from the Annual Appeal. There will probably will not be a June outdoor sale due to the complications of rules that apply to COVID. There may be a September sale instead. They might try some "Mystery Bag" sales until then.
- Looking into benches using Garden club funds and dedicating to significant members who have contributed to the gardens.

Bills/Payroll Report:

- Kevin updated Trustees on bills that have been signed over the last month. All the usual bills have been coming out of operating costs.

Ethics Test:

- Ethics Test for the Trustees have not been done for two years. All Trustees need to do and submit paperwork to Sarah who will bring it to Town Hall.

Adjournment: Meeting was adjourned at 8:09PM.

Sue Clohecy moved; Sue Clay seconded. Unanimous approval.

Prepared by Michelle Brock on May 10, 2021.

Next meeting: May 12, 2021