



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, May 12, 2021**

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

**Absent:**

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

**Minutes:** Chris Laut motioned to accept the April 14, 2021 meeting minutes with amendments. Sue Clay seconded. Unanimous approval.

**Old Business:**

**COVID-19 Discussion:**

- Sarah met with the Department Heads. The target date to reopen Town Hall may be June with limited capacity. These changes may also apply to other town buildings. Options of limited opening by appointment only or with a limited open public hours. No public meetings due to Governor Baker's state mandate.
- New Board of Health Agent Bill Holt said we will also need to do contact tracing and proper ventilation. Building reopening plans will be specific to the building that would reopen. The Library currently has a reopening plan that will be revised as we get more information from the Town.
- As of 5/1, the Sector Specific Guidelines for Libraries is no longer active. Libraries are rolled into the more general guidance list - Sectors Not Otherwise Addressed. Some library specific protocols are no longer in effect: Quarantining of library materials protocols will be removed. Cleaning protocols will be lessened. Enforcement of these standards will continue to be a joint effort with local boards of health and the MA Dept of Labor Standards.
- Due to this update, the Library stopped quarantining items as of 5/3. This is one less work load on the Circulation staff and brings back to our usual flow when checking in returned items and items sent through the delivery bins.
- Sarah showed us the plan she had developed for all Phases. Sue Clohecy motioned to accept the plan as written. Chris Laut seconded. Unanimous approval. Implementation is to be determined.

**Phone System:**

- Hunt group: Partners Technology is submitting Letter of Authorization to Red Kelly who in turn is forwarding to the town for a signature of an authorized person on the Verizon account. Once they get that back they can submit our order.

**Teen Space:**

- Ruth is continuing with the weeding of the non-fiction collection.
- Sarah reached out to the MBLC Building Specialists who recommended that whoever we ordered the shelving units from should be the ones to contact to move the shelving units. With that being the case, Tucker Library Interiors was the company and Sarah will reach out to them when the non-fiction weeding is nearing completion.

**Director's Report:****Anytime STEM Learning Grant:**

- There will be a Virtual Vernal Pool Exploration on Saturday, May 15 at 1pm. Andrew Prazar of North Shore Nature Programs will broadcast live from a local vernal pool. Andrew will show viewers how to safely collect and observe animals from these pools while also discussing their unique adaptations and lifecycles.

**CARES Act Grant:**

- Ruth has purchased a Cricut for staff use! Craft kits for the month of May: Herbal and Floral Crafts and Beeswax Crafts.

**Garden Tools:**

- Available to borrow as of 5/3. Mary Saunders and Sue Clay were the first patrons to borrow tools!

**Ethics Test:**

- All Trustees need to do and submit paperwork to Sarah who will bring it to Town Hall.

**Maintenance:**

- Ceiling tile in Biography section: A ceiling tile came down on 4/17 due to water leaking in from the snow storm/rain storm we had that previous day. Aulson Company came out on 4/21 to repair. We will keep an eye on it.

**Monthly Reports:**

- Our salary expenses will be in a deficit but it can be made up in other areas.
- Circulation: Numbers are up for the year and Overdrive numbers as well.

**New Business:****New Officers:**

- Motion made by Sue Clohecy to accept the slate of officers and seconded by Sue Clay. Unanimous approval.

Chair: Kevin Moran  
Vice Chair: Chris Laut  
Secretary: Mary Saunders  
Treasurer: Sue Clohecy  
Historian: Sue Clay

**Friends Report:**

- Garden club donations have been used to purchase three benches to place outside the Library; one to replace the Michele Patten bench that deteriorated, one to honor Jane and Ken Field, and one to honor the Garden Club. The fourth one is being purchased by the L'Hommedieu family in honor of longtime library assistant Cathy L'Hommedieu.
- Bag club will not be done at that this time. Decided to wait until the library reopens and have the book sales then.
- Museum passes are being renewed as renewals arrive.

**Bills/Payroll Report:**

- Kevin updated Trustees on bills that have been signed over the last month.

**Summer Reading Program:**

- This year there may be the opportunity to "Dunk the Librarian" if they get their reading done and redeem them for a chance ticket. One will be picked for Cathy Dewitt, Haley, and maybe Sarah!

**Adjournment:** Meeting was adjourned at 8:04PM.

Sue Clohecy moved; Sue Clay seconded. Unanimous approval.

Prepared by Michelle Brock on May 12, 2021

Next meeting: June 9, 2021