



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, June 9, 2021

Present: Chris Laut, Mary Saunders, Sue Clay, Michelle Brock, and Sue Clohecy
Library Director Sarah Cognata and Teen Librarian Haley Hart

Absent: Kevin Moran

Call to Order: Meeting called to order at 7:08 PM

Minutes: Chris Laut motioned to accept the May 12, 2021 meeting minutes with amendments. Sue Clay seconded. Unanimous approval.

Old Business:

Teen Space:

- Haley presented drawing of proposed space on second floor of library with one bookshelf removed. (drawing attached to Trustees packet)
- Low bookshelf to be used as room entrance indicator leading to teen librarian desk with hooks for backpacks next to desk.
- Trustees discussed with Haley means to decorate space so as to make space teens' own.
- Librarians to finish weeding nonfiction before Sarah contacts shelf supplier about removing shelf to make the space.
- Trustees discussed potential funding sources for expenses. Haley to prepare budget.
- Sue Clohecy suggested holding an opening celebration when completed.

COVID-19 Discussion:

- Sarah presented a slightly revised Phase 4 reopening plan and announcement flyer.
- After discussion, Trustees modified plan to allow bathrooms open with sign on door informing patrons that bathrooms are not cleaned daily.
- Seating limited, Meeting Room and Community Room closed, reading room by fireplace

closed because Local History Room collection being reorganized.

- Children's Room will have 2 computers available instead of usual 4 and other seating removed.
- Masks required except on those under age 2.
- Reduced hours for browsing because part time staff not available this summer.
- Flyer prepared by Sarah to announce reopening for browsing.
- Sue Clohecy moved, Sue Clay seconded that Trustees approve Phase 4 procedures and flyer. Unanimous approval.
- Chris moved and Sue Clay seconded that Trustees approve opening the library for browsing during the stated hours starting Tuesday, June 15, 2021. Unanimous approval.
- Police Chief Cudmore to be alerted that library will be opening.
- Chris Laut spoke for the Trustees in commending the staff for coping with the pressures of running the library during the Pandemic. We appreciate their service.
- Trustees approved resuming newspaper delivery subscriptions.
- MBLC requirements for hours open were relaxed during Pandemic. Will resume for FY2022 but after Labor Day.

Phone System:

- Partners Technology is reaching out to Steve who installed the present system last year to find out why he installed it in a manner that makes the hunt group difficult.

Director's Report:

FY2021 Budget:

- Salary line item not in deficit but rather a surplus
- Sarah plans to send some of the materials funds to MVLC for more e-books on Overdrive.

Grants:

- LSTA Grant and CARES Act Grants need to complete spending by the end of September.
- Kits are being checked out and used.

Maintenance:

- Freedom Pest Control has again closed up bat entrances. We have a warranty.
- Painting of walls came to \$1200 paid out of budget. The Local History Room and spots on walls in various places.

New Business:

July Trustees Meeting:

- Trustees discussed changing date and time of July meeting to help Sarah with her schedule.
- Decided on July 7th at 6 PM in person at the library.

Friends Report:

- Book Sale to be in September with donated books dropped off the week before.

Bill/Payroll Report

- Kevin not at meeting.

Chris proposed that the Trustees buy lunch for the staff in appreciation of their hard work. Chris will bring bagels, donuts, juice, and coffee on Monday, June 14 before library opens. Michelle will bring pizza and drinks on Monday, June 21 before library opens. Trustees to each drop off \$20 in the Trustee mail slot at the library to cover costs.

Adjournment: Meeting was adjourned at 8:20 PM.

Sue Clohecy moved; Sue Clay seconded. Unanimous approval.

Prepared by Mary Saunders on June 10, 2021

Next meeting: July 7, 2021 at 6 PM at the library



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Redox

- window
- chalk wall

Reserve - 14 shelves + 1 low shelf
Teen Collection - 14 shelves + 1 low shelf