



Board of Trustees  
Georgetown Peabody Library  
2 Maple Street  
Georgetown, MA 01833

**MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING**  
**Wednesday, September 8, 2021**

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

**Absent:** Kevin Moran and Sue Clohecy

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

**Minutes:** Sue Clay motioned to accept the July 7, 2021 meeting minutes. Michelle seconded. Unanimous approval.

**Old Business:**

**COVID-19 Discussion:**

- Library now open for regular evening hours and on Saturdays. Masks continue to be required.
- Meeting Room open for use but Teen/Community Room or Local History Room will not be reopened at this time due to the small space.
- Extra cleaning funded by town has stopped.

**Phone System:**

- Hunt group not yet solved. Getting new cordless phone.

**Teen Space:**

- Haley has prepared a budget of necessary expenses totaling \$4,395.59.
- Sarah and Haley have applied for a grant of \$5,000 from The Association for Rural and Small Libraries. Library qualifies for a grant because Sarah filled out a survey.
- Results to be announced by December 1. Grant would not include cost of moving shelves.

**Water Damage:**

- Demolition has been completed.
- Damaged history collection books have been returned dry but not in original condition. Michelle has found replacements for 25 of the 68 books at no cost.

- Peabody Fund has paid for repairs (\$1772.67) until reimbursement from insurance.
- Francis Maroney has been called about need to fix remaining HVAC units.

### **Director's Report:**

#### **Summer Reading Program:**

- Number of participants increased in all categories; 253 kids, 26 teens, and 65 adults.
- Dunk tank a huge success. Plan to repeat next year.

#### **Grants:**

- LSTA Grant and CARES Act Grant completed by the end of September.
- Kits are being checked out and used.
- Ruth plans to continue this service on a monthly or semimonthly basis.

#### **Staff News:**

- Due to delays in books shipping/arriving to the library from Baker & Taylor, staff have switched over to Ingram for book ordering. We will still have our accounts with Baker & Taylor if it is needed as we have been told by B&T it is due to staff shortages that books have been delayed.
- Cathy will be offering Outdoor Story Times on Tuesdays and Fridays at 10 AM starting the week of 9/20 through 10/29. Story Times will be cancelled if it is raining.
- Sharon's hours have increased as we need the coverage and Sharon is very willing to work additional hours since her church job is no longer. Sarah will add it officially into the FY23 budget, but library can make it work for FY22.

#### **GCTV:**

- Janet and two technicians from GCTV determined that the system in the library works.
- Next step is to have teens sign up for training. Dates not yet determined.

#### **Circulation:**

- Circulation has increased since reopening. July and August 2021 circulation was higher than July and August of 2019.

### **New Business:**

#### **Wi-Fi Hotspot Policy:**

- Five additional T-Mobile hotspots through MBLC have arrived. These are funded by MBLC until September 2022.
- Trustees discussed Mobile Hotspot Lending Policy and Borrower's Agreement which now includes both our Sprint and the new T-Mobile hotspots.
- Trustees agreed to change bullet #4 under Borrower's Responsibilities to read "In the event of loss or damage of the hotspot device and peripherals, patron may be charged up to \$145"
- Chris moved that Trustees approve revised Mobile HotSpot Lending Policy and the Borrower's Agreement. Sue Clay seconded. Unanimous approval.

#### **Library Telescope Borrower Agreement:**

- Michelle moved and Mary seconded that Trustees approve the Library Telescope Borrower Agreement as submitted. Unanimous approval.

**People Counter:**

- Old counter no longer functions and was not particularly accurate.
- Sarah proposes Traf-Sys product that is used by several local libraries to their satisfaction.
- This will require electrical connection. Sue Clay moved that Trustees approve the purchase of Traf-Sys 3D Video Counter System at a cost up to \$1800 from the library supplies budget. Michelle seconded. Unanimous approval.

**American Rescue Plan Discussion:**

- Town deciding how to spend the funds.
- Sarah presented the list of staff suggestions, many of which wouldn't necessarily be considered applying to pandemic preparation, but Trustees may use a list of things staff suggested as future needs.
- Trustees added suggestion for tent and/or staging for outside programs

**Monthly Reports:****Friends Report:**

- Dedication event for new benches on lawn to be Saturday, September 25 at 10 AM. Trustees encouraged to attend.

**Bill/Payroll Report:**

- Kevin not at meeting, but Sue Clay signed the bill warrant this week.

**Adjournment:** Meeting was adjourned at 8:26 PM  
Sue Clay moved; Chris seconded. Unanimous approval.

Prepared by Mary Saunders on September 9, 2021  
Next meeting: October 13, 2021 at 7 PM at the library