



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING

Wednesday, October 13, 2021

Present: Chris Laut, Mary Saunders, Sue Clay, Michelle Brock, Sue Clohecy (arrived late), and Library Director Sarah Cognata

Absent: Kevin Moran

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

Minutes: Sue Clay moved; Michelle seconded; to accept September 8, 2021 minutes with date error corrected. Unanimous approval.

Old Business

Phone System:

- Hunt group installed, new cordless phone coming soon.
- When phone system down, voicemail will go to staff email.

Water Damage:

- Funds taken temporarily from Peabody Fund. Insurance should reimburse fully.
- Electrician needs to reinstall fixtures.
- Area should reopen by the end of the month.

American Rescue Plan:

- Sarah submitted 3 requests: purchasing new staff computers, a permanent Story Walk on the library lawn, and upgrading our HVAC system since the system is already 14 years old.

Director's Report:

People Counter:

- Electrician has installed the cable for the people counter. Awaiting installation by Traf-Sys.

Wi-Fi Hotspots:

- The Wi-Fi hotspots we received from MBLC have been cataloged and are being borrowed. There are a total of 7 hotspots: 2 Sprint hotspots and 5 T-Mobile hotspots.

Town News:

- Georgetown's Planning Office is in the final stages of completing a \$200,000 weatherization improvement grant through the Green Communities Program; the grant application was submitted on October 8th, and involves implementing insulation/energy efficiency improvements to the Library, together with Perley, Penn Brook, and Middle High School.

Circulation Stats:

- Circulation down in September compared to July and August. Normal as children start school year.

New Business:

Attic Reorganization:

- Trustees toured the attic main room which is now fairly clear of book sale books.
- Discussed use of space going forward.
- Need to find new home for chairs from old library stored now in attic.
- Also examined unfinished room on north side of stairs. With CPC funds, might be finished for storage of local history items in partnership with Georgetown Historical Society.

Local History Room:

- Trustees went to Local History Room to examine repaired water-damaged books. While books are dry, some are still far from original state.
- Discussed shelving proposal for closet in Local History Room.
 - Hanging wire shelves from Home Depot would hang from a bar installed at the top.
 - Sue Clay moved and Michelle seconded that the library purchase shelving as described by Michele Augeri for \$650. Funds to be taken from the office supplies line item of budget. Unanimous approval.

Staff Development Day:

- Sarah proposed that the library be closed on Tuesday, November 16. Time would be used for the full-time staff to reorganize the library.
- Sue Clohecy moved and Sue Clay seconded that the library close as proposed on November 16. Unanimous approval.

Monthly Reports:

Friends Report:

- Book sale great success; over \$3,500 profit. Many books remain to be sent away.
- Friends plan to have a sale in the Spring and the Fall annually.
- Donations of book accepted one or two weeks before the sale.
- No more storage of books in the attic.

Bills/Payroll Report:

- Sue Clay signed payroll this week.

Adjournment: Meeting was adjourned at 8:00 PM

Sue Clay moved; Sue Clohecy seconded. Unanimous approval.

Prepared by Mary Saunders on October 18, 2021

Next meeting: November 10, 2021 at 7 PM at the library