



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

MINUTES OF THE GEORGETOWN PEABODY LIBRARY TRUSTEE MEETING

Held on Zoom due to COVID infection numbers

Tuesday, February 8, 2022

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

Absent: Sue Clohecy

Call to Order: Meeting called to order at 7:11 PM

Minutes: Chris moved; Michelle seconded to accept the January 12, 2022 minutes. Unanimously approved.

Old Business:

American Rescue Plan Discussion:

- Sarah submitted HVAC replacement to Capital Improvements for FY27 and a carpet replacement (~\$80,000) for FY28.

HVAC Repairs:

- Sarah submitted our need for \$15,000 for FY23 as a capital improvement.

Long Range Planning Discussion:

- Facilitators discussed so far are unavailable. Greg Pronevitz, who has good credentials, is available and charges \$150/hr.
- Sue Clay moved, Mary seconded that Trustees hire Greg Pronevitz to facilitate long-range plan sessions, two evening sessions, two weeks apart.
- Trustees decided committee to consist of 2 Trustees (Sue Clay and Mary Saunders volunteered), 2 Staff (Perhaps Haley and Mary), 2 Friends, 2 Teens, and 2 or 3 from community, including Senior Center,
- Dates for first two sessions (Tuesday, Apr. 26 and Tuesday, May 10 from 7PM to 8:30PM) if dates work for the facilitator.

FY23 Budget:

- Finance Committee has no meetings scheduled yet.
- Wage study has been delayed to late February, perhaps.
- Trustees should be prepared for emergency meeting to approve budget.

COVID-19 Discussion:

- Staff to continue with virtual programming in February. Ease into in-person in March perhaps.
- Board of Health may lift town business mask requirements. Town offices and buildings will probably continue masking longer.
- Cathy may start in person programming with chess club and Sharon with the book club for students. Outdoor story time may resume in April.

Director's Report:

Phone System:

- Wireless phone is still not set up. May be a MVLC problem.

Teen Space Grant:

- Tucker Interiors, who sold us the bookshelves, are not responding about moving the shelves. Sarah and Trustees agree that other options should be pursued.

Staff Professional Development:

- Sarah and the rest of the staff will use an online course Project Ready. Focus of course is improving relationships with, service to, and resources for youths of color and Native youth. Plan to meet the second Monday of each month to discuss two modules each time.

Patron E-Card Registration:

- MVLC discussing secure means of online e-card registration for patrons. Sarah to attend a meeting about this in March.

New Business:

Staff Development Day:

- Mary moved (Sue Clay seconded) that Sarah be authorized to close the library for a staff development day on Tuesday, March 29 from 9 to 5. Unanimous approval.

Cleaning Company:

- Atlas Cleaning Company raising fees to \$965/month.
- Present fee \$715/month which has been in force since before Sarah.
- For comparison the quote from a Georgetown-based cleaning company, Compass Facility Services, is \$1,512/month. Trustees discussed the need for carpet shampoo soon.

Mask Reimbursement:

- Trustees discussed possibility of buying the masks for staff instead of out-of-pocket expenses.

Monthly Reports:

Friends Report:

- Annual appeal letters went out in February electric bills. Cost \$500.
- Steven Puleo book talk scheduled for April 23 (*Voyage of Mercy*).

Bills/Payroll Report:

- Kevin asked about payment to Museum of Bad Art. Virtual program to be held on March 14. Explores uses of art in difficult times.
- Sue Clay to sign on Mondays for now.

Adjournment: Meeting was adjourned at 8:40 PM.

Chris moved; Sue Clay seconded. Unanimous approval.

Prepared by Mary Saunders on February 13, 2022. Next meeting: March 9, 2022 at 7 PM.