

**Nahant Public Library  
Board of Trustees  
January 29, 2019**

**Board Members Present:** Chris Stevens, Anne Spirn, Dan Munnely

**Board Members Absent:**

**Others Present:** Sharon Hawkes, Carolyn Ziering, Richard Smith

**Convened:** 6:33 PM

**Capital Projects Discussion.** Richard Smith presented his interim report and a new draft of plans for a proposed expansion. The Trustees are in agreement that the capital project now has two distinct phases. The first, to repair, preserve, and update the current building. The second, to expand the footprint of the library to provide better service to this community. A property survey should also be conducted before plans move too much further along.

**Director's Report.**

**Capital planning. Interior assessment.** Sharon drafted funding requests for both the CPC and the Mass Historical Commission. The application to the MHC has been signed and sent, and Paul Holtz, Historical Architect at MHC asked for additional information on Jan. 9, and it was provided. A letter from State Representative Peter Capano in support of the emergency repair was also sent.

The application to the CPC is a draft in progress. Sharon met on Dec. 10th with the town administrator to review capital plans, and forwarded copies of the applications at his request. Lynne Spencer has suggested that the Library apply to the CPC for all envelope and interior expenses combined and allow the CPC to apply for a bond to be repaid over time. Final grant application submissions to the CPC were due January 25, 2019 and so a draft was sent on January 25 to the head of the CPC and the town administrator assistant.

Sharon requested a motion to approve the comprehensive grant request to the CPC for all funds needed for repair and upkeep of the building. Motion made by Anne Spirn, seconded by Chris Stevens, and Approved by a vote count of 2-0.

Sharon met with Tom Costin on January 16, and he contacted Representative Capano to make him aware of the project. Mr. Costin put Sharon in contact with Charles Smith, Program Manager at the Essex National Heritage Commission, both to communicate our project and to seek additional funding resources. Sharon will tour the building with Representative Capano on Thursday, Jan. 31.

**Building inspection, December 20.** Town Building Inspector Wayne Wilson inspected the basement on Thursday, December 20 without Sharon's being present. He declared it in need of

repair but not urgent. Sharon will follow up with Chris regarding a meeting between Wayne Wilson and Structures North.

**NPL 200<sup>th</sup> Anniversary, kickoff events.** Sharon drafted a governor's proclamation that would be read at the State House and here at the June 1 event.

Sharon requested a Motion to approve the anniversary proclamation as written. Motion made by Anne Spirn, seconded by Chris Stevens, and Approved by a vote count of 2-0.

The Library was granted \$1,000 by Nahant Cultural Council toward our anniversary events on May 18 and June 1. That is enough to cover John Davidson's fee for the May 18 concert. Use of town hall for that concert was granted by the selectmen on January 24.

Katy Bishop of the New England Vintage Arts Society, who hosts the Victorian Dance Weekend here each summer, will help with costumes for our docents on June 1.

**Capital fundraising campaign.** The Trustees agreed to form a Fundraising Committee with Anne as chair. Sharon will research the trustees' ability to open an account for donations to a Building Fund.

**Emergency Plan.** Sharon presented a draft of an emergency plan, should a disaster make the library building unusable. This is the final work based on the Finding Common Ground project from this past year.

Sharon requested a Motion to accept the Emergency Plan as written. Motion made by Anne Spirn, seconded by Chris Stevens, and Approved by a vote count of 2-0.

**IT Company.** Through a grant received from the National Library of Medicine, 2 new desktop computers, 2 new laptops, 2 new e-readers, and a wifi hotspot were purchased. HiQ, the new IT company hired by the town, purchased the equipment and successfully installed it on January 9.

**Memory Café, Dementia Friendly Nahant.** The third Café on January 10 included a discussion about winter, a show-and-tell with a crazy quilt, and a painting craft. A singalong was provided by the Village Church's pastor, Rev. Laura Biddle. Next month's event will be held on Valentine's Day and will include a visit by a therapy dog and a chance to make valentines for town leadership. There will be a town-wide read in March of two books about dementia with activities in April to include an author talk, a neurologist lecture, a movie, and a lecture on finding good health information online.

**Children's story time.** Kim has been out since first week of December with a sprained ankle, so Sharon conducted the story times on January 2<sup>nd</sup>, 16<sup>th</sup>, and will lead again on the 30<sup>th</sup>. Kathy Westin of Coordinated Family and Community Engagement of Lynn was here the 9<sup>th</sup> and the 23<sup>rd</sup>.

**Johnson School.** Sharon is working with the Nahant Education Foundation to do a presentation on using the library databases for homework help. The group met on January 14 to discuss the possibility of presenting a workshop for parents soon.

**Training.** A Staff Training Day will be scheduled, most likely in March, to include a fire drill, review of the emergency procedure and the annual plan for this year, and information about using the databases and other online resources such as Hoopla and OverDrive.

**Library bench.** Bill Coffey has asked if he could purchase and dedicate a bench for the library grounds in memory of his wife, Connie, who had worked at the Library for many years. Details will be worked out in the coming months.

**LSTA grant programming, FY2020.** For next year, Sharon is working on a program to photograph the pressed plant collection in high resolution, and work with the Garden Club, S.W.I.M., Diana Brandi, John Benson, the Audubon Society, the Historical Society, and Northeastern to do some trail walking, a trail brochure, an exhibit of the collection (along with photos of the matching plants on the island today) and a few programs on the plants of Nahant. The prospective partners met on January 10. Sharon went before the Historical Society's board on January 16, and they agreed to allow ownership of the plant collection to return to the Library. Sharon signed a deed of gift on January 25, and met earlier that week with Robert Wilson, who will help us digitize the specimens. A draft of the grant application is due February 21, with grants awarded in July and the grant period to begin in October.

**Apollo Club concert.** The Apollo Club is scheduled to return for a Friends-sponsored concert on June 9.

**New Business.**

**Old Business.**

**Director Evaluation.** Approved as amended.

**Adjourned:** 8:15 PM