Nahant Public Library
Board of Trustees
August 18, 2020

Board Members Present: Chris Stevens, Anne Spirn, Daniel Munnelly (all via videoconference)

Others Present: Sharon Hawkes, Carolyn Ziering

Convened: 6:34 PM


Director’s Report.

Financials and Budget 2021. [handout] July closed with $14,512.55 expended from $22,126.46 budgeted by the Trustees under the expenditure plan for July. The remaining $7,613.91 does not carry over into August, but there is enough in each month’s expenditure plan to suffice for that month. In September, after the new budget is voted on, those actual expenses will be deducted from the FY2021 budget.

The town accountant has said that departments can potentially continue to work from expenditure plans if the annual town meeting needs to be postponed. The meeting has been set by the selectmen for September 26 at 12:30, to be held outdoors under tents at the Flash Road fields. The town administrator has expressed interest in moving everything except the omnibus budget to a later date. This would still give the Trustees the opportunity to propose its amendment to the budget in the omnibus budget, by asking for a “hold” when the Library budget line is read.

Building. The support beams for the terrace arrived August 11, and construction work began again today. The contractor understands that he must supply an outdoor wash sink and Porta Potty for his workers.

Library services. The Library has completed Week Six of limited opening to the public. Sharon is keeping an eye on state and local COVID-19 case counts, which began to rise at the end of July. Percentages of people testing positive have risen slightly in the younger age groups (0-19, 20-29, and 30-39), perhaps attributable to summer recreation. There have been no Library incidents related to complying with masking and distancing during the pandemic. People are willing to comply if reminded to keep their masks on. A recent study and statements by the CDC and NIAID indicate the virus can travel as an aerosol beyond 6 feet, making it even more essential that the public be masked while indoors.

Catalog systems. Several libraries in the MassCat consortium have opened, so patrons are able to place holds again. The statewide system, ComCat, reports a possible reopening in September.
**Staffing.** Our Page, Olivia Barton, has suspended her work with the Library as she returns to school in Boston soon. We wish her the very best and would always be happy to have her return.

**Statistics.** Sharon is working on the annual statistics report to the state. A report on the findings will be out soon.

**Copier.** The new HP copier was installed on August 6. There is a small credit of $8.73 from US Bank, the financer of our copier. The monthly payments are anticipated to be over $1,000 less than what was paid on the Samsung, given lower service contract and color copy overage fees.

**Summer Reading Program 2020.** The Summer Reading Program ended with 42 registrants. Because all programs were presented online, they received a total of 514 views! Programs included a storyteller (who gave us additional links to his online work), two stories from Sharon on Facebook, a masked “Horribles Parade” slideshow, and caricatures by illustrator Mark Penta. Each registrant will receive two free books on the theme of fairy tales and fantasy, courtesy of the Friends of the Library.

**Music Series.** The music series concluded at the end of July. By putting the performances online, the musicians were able to encourage their fans to tune in, and we logged 310 online attendees. Congratulations to Carolyn for her work with the artists to get their concerts recorded and for publicizing these events.

**Nature in Nahant Project.** “Walk Nahant” trail brochures have been handed out to the families from the summer reading program, the seniors in the lunch program at the Council on Aging, town department heads, and visiting patrons. Sharon completed the metadata work with Boston Public Library’s Nichole Shea and gave her the external hard drive of 385 herbarium images, hopefully to be uploaded to Digital Commonwealth later this month.

The Garden Club, one of the nine other partners in the Nature in Nahant project, asked Sharon if she would do a presentation on the herbarium for local cable. Sharon agreed, necessitating using town hall’s main hall after hours. At town hall’s request, Sharon submitted a Health and Safety Plan, which was accepted by the town health agent. Additionally, the town administrator requested the presence of the custodian, who will be paid the required 4 hours of overtime, or $138.73. The Garden Club will cover the videographer’s fee.

**Staff Picks.** The Library staff is adding the ability to recommend books through the Discover! page on the Library website, run by The Hawaii Project. Staff will add bookmarks in-house to the physical titles.

**Library of Things.** Even though the Library of Things objects are not back in circulation yet, the Library is purchasing items for future inclusion in the collection. Two sets of birding binoculars were purchased, and we plan on purchasing backpacks, field guides, and a logbook to make a nature kit. Two pairs of Enchroma glasses, which correct certain types of color blindness, have also been purchased.
**OCLC/Battelle Study.** Sharon described the third phase of the OCLC REALM project, to test library materials for the coronavirus over time. The third phase included talking book USB cassettes, DVDs/CDs, storage bags (plastic film), storage bins (rigid plastic), and plexiglass. Of these materials, the USB cassettes, storage bins, and plexiglass still had detectable virus on Day 5. In response, the staff will wipe down the sneeze guard and be cautious when handling delivery bins.

**New Business.**

*Volunteers.* Carolyn has contacted our high school volunteer, whose work was suspended during the pandemic, and one potential new volunteer to see if they can pick up some of the tasks typically performed by the page.

**Old Business.**

*Fundraising Committee.* Anne Spirn provided an update on the East Point situation and believes it is would be prudent for the Library to hold off on fundraising until that issue has concluded. She is optimistic about our ability to raise the funds when the time comes.

**Adjourned:** 7:07 PM