

**Nahant Public Library  
Board of Trustees  
January 21, 2020**

**Board Members Present:** Chris Stevens, Anne Spirn, Daniel Munnelly

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

**Convened:** 6:36 pm

**Acceptance of the Minutes of December 16, 2019.** Board President Chris Stevens requested a Motion for acceptance of the Minutes of December 16, 2019. Motion made by Anne Spirn, seconded by Dan Munnelly, and Approved unanimously.

**Capital Project Updates.** Six companies attended the walkthrough on the terrace repair on Wednesday, January 15. Architect Richard Smith is confident that there are qualified candidates in the mix. He has also signed a contract with the town to oversee the rest of the exterior repairs. Details of the terrace repair were discussed as well as the possibility of having to close the library for a few days if access cannot be provided to either door safely.

**Fundraising Updates.** As of January 16, the capital campaign has received \$11,280. There have been five pledges to the campaign of nearly \$2,000 total, and five major donors of \$1,000 or above. One naming opportunity has come in: of one of the black “throne” chairs for \$2,500. Sharon will schedule appointments with some major donors in the coming months.

**Director’s Report**

**Budget 2021.** The Trustees budget has been submitted to the town administrator.

**Mass Board of Library Commissioners.** Sharon met as part of a small focus group with Lauren Stara and Andrea Bunker of the MBLC Construction Grant Program. They are collecting information from potential applicants with a view to reconfiguring the program, because there are far more applicants than funding to cover their building projects. Currently, the 17 libraries still waitlisted will not be fulfilled until 2028, and then there are 42 more libraries interested in applying. The problem seems to be the Governor’s Office of Administration and Finance, which refuses to release more than \$20M to the Program each year. It is likely that the program will become much more competitive in the future, and Nahant Library will need to reconsider if it qualifies for the program at all.

**Computers.** The town administrator directed HiQ to purchase computers for the town, including the library, and make sure that all computers were upgraded to Windows 10. The Library received three desktop computers in November. Unfortunately, two of them did not meet the Library’s needs, and the upgrade to Sharon’s desktop caused the computer to freeze and it shut off Microsoft Office. One computer (children’s department) will be swapped out for what the Library needs (touch screen), and the Library would pay the difference. HiQ had to come back twice to fix Sharon’s machine. The new computer has not yet arrived. In November, HiQ was

paid to install a new firewall and wifi, which was installed on Dec. 18. The Library is grateful to the town administrator for making a bulk purchase on computers, and their purchase will be used in figuring the circulating materials budget.

**Website.** The town administrator is proposing to contract to someone who will manage all websites in town. He has someone in mind, and Sharon hopes to speak with him soon to better understand the breadth of his service. The Board agreed that they would need to approve such a change to the website.

**Waiving fines.** Carolyn has updated our policy/procedures to reflect the new no-fines/please donate structure. And it does look like the building fund is getting more donations via the Friends donation box than would have been given to the town in overdue fines.

Anne Spirn moved to accept the revised Circulation Policy as amended. Seconded by Daniel Munnelly, and Approved unanimously.

**Connections Memory Café.** The January 11 Café brought a ventriloquist, courtesy of the Council on Aging, and a discussion of the music, books and toys in the 1940s memory kit.

**Bridging the Divide.** The Nahant Village Church is negotiating with Essential Partners, an international training organization on civil discourse from Cambridge, to provide a workshop on effective communication. Sharon will submit a grant application to the American Library Association to help cover costs.

**Nature in Nahant, 2020-21.** DPW is working on installing the track for our hanging system, which will remove paintings from being hung from the woodwork, and will facilitate having rotating exhibits in the future. The system is being paid for by the Nature in Nahant grant. Meanwhile, the project partners are pulling together descriptions of the various walks in Nahant in preparation for creating a trails brochure. Sharon is working on the metadata for the herbarium and scheduling speakers. A town-wide read of *Stranger in the Woods* will begin the last week of January, with events beginning in March. Three other nature events, hosted or co-hosted by S.W.I.M., will be cross-promoted and hosted at the library.

**Meet Lucy Stone.** In collaboration with the League of Woman Voters, the Library will host Facebook posts and programs in the coming months to commemorate the 100<sup>th</sup> anniversary of the 19<sup>th</sup> amendment, giving women the right to vote. Actor Judith Black will portray Lucy Stone on March 29<sup>th</sup> at 4:00 at the Valley Road School, jointly sponsored by the Friends and the Historical Society.

**Municipal Vulnerability Preparedness.** The town's Municipal Vulnerability Preparedness (MVP) initiative has been approved for a grant to upgrade the access points to Short Beach. The Library has partnered on that grant to help provide publicity for the project.

**Knights of Columbus.** The K of C has made its annual donation to the library, and wants to build two more Little Free Library boxes for the Library, one more at Short Beach and one at Tudor Beach.

**New Business.**

**Mediation Hearing.** Scheduled for April 14 at 1pm.

**Adjourned:** 7:30 PM