

**Nahant Public Library
Board of Trustees
March 26, 2019**

Board Members Present: Chris Stevens, Anne Spirn, Dan Munnelly

Others Present: Sharon Hawkes, Carolyn Ziering, Carol Lavoie Schuster – Essex County Community Foundation

Convened: 6:31 PM

Acceptance of the Minutes of March 5, 2019. Board President Chris Stevens Motioned for acceptance of the Minutes of March 5, 2019. Seconded by Dan Munnelly, and Approved by a vote count of 2-0.

Essex County Community Foundation Carol Lavoie Schuster, Vice President for Grants and Services, provided the Trustees with material about the foundation and answered some general questions about how the foundation works. Carol assumed we would fit in as an Agency Fund under the donor advised funds, but this category cannot accept direct gifts. The Trustees agreed to do some research into other ways to collect donations and would like to make this a task of the Fundraising subcommittee to be chaired by Anne. Carol offered to do some research about a category that would be able to accept direct donations.

Director's Report.

Budget 2020, CPC, FinCom. The FY2020 two-version budget has changed. In its current version, the second budget – the one with the 2% salary increase and the rest as originally proposed – was amended by the town administrator to a 2% salary increase and the rest level funded with this year's budget. Sharon does not believe this budget will be sufficient, given the actual increase in gas costs over the past two years, but with our proposed LSTA grant and state aid, it may just be do-able. There is currently about \$5,000 saved in state aid.

Sharon requested a Motion to vote on the newly revised budget for FY2020. Anne Spirn made a motion NOT to approve the budget, seconded by Dan Munnelly, and Approved unanimously.

Chris and Sharon answered questions about the FY2020 budget in front of FinCom on March 19. Chris and Sharon spoke about the budget needs becoming more dire 2 years from now, as budget increases have not kept up with expense increases to things such as the heating bill.

The budget went before the Board of Selectmen for a vote on March 21. The Selectmen voted in favor of placing the two budgets on the warrant. There was also discussion with the CPC about putting out a bond request on the Library's proposal of \$400K.

Terrace repair. Richard Smith has submitted a proposal to design the terrace. Sharon received a phone call from the Mass Historical Commission on March 18 with a reminder to fill out an

information form to facilitate a contract from them. Having already sent both of these electronically to Tony, Sharon printed them both out and left them with the admin assistant for Tony to sign.

Capital planning. Interior assessment. Richard Smith has submitted a draft of his interior assessment report.

NPL 200th Anniversary, other kickoff events. The Johnson School has decided not to go ahead with a capital campaign at this time.

Sharon will send copy about what each volunteer docent will talk about to each docent.

Sharon requested final edits from the Trustees on the fundraising booklet.

Sharon presented content for a Naming Opportunities Sheet. The Trustees suggested a couple clarifications to the wording. Once the Trustees vote to approve the Naming Opportunities list, a Memo of Understanding will need to be created for prospective donors to sign.

Sharon presented an invitation for the Anniversary events. The Trustees voted to approve the invitation with an amendment to include the Apollo Club Concert. They also unanimously approved Robert Wilson's logo cleaned up from the 1895 Nahant Public Library book by F. A. Wilson. The Trustees would like to have the invitation available for town meeting.

Sharon has contacted Katy Bishop with the idea of having 1-3 people in period costumes strolling the Library with baskets containing donation envelopes.

Tickets sold so far: 10, with 30 additional tickets in the hands of volunteers to sell.

Rich Stevens will play with an 8-piece jazz band at the June 1 event.

Memory Café, Dementia Friendly Nahant. All music CDs have now been purchased, and Sharon is finishing up on other purchases. An interim report will be due to the MBLC on April 15.

LSTA grant 2020. The advisor for the grant Sharon wrote has asked for a rewrite, and Sharon will work with the advisor and the nine partners to see that this is done in a way that satisfies everyone. The final draft is due April 9.

Children's activities. A new Story Walk has been installed in the library park.

Summer Reading Program. The theme will be on outer space, "A Universe of Stories." The Apollo 11 moon landing will be a highlight and books are being purchased that fit the theme. Sharon will coordinate a sky-viewing night with Peter Foukal, and the Museum of Science will bring their portable planetarium in August.

Adjourned: 8:06 PM