

**Nahant Public Library
Board of Trustees
June 23, 2020**

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

Board Members Absent:

Others Present: Sharon Hawkes, Carolyn Ziering (via videoconference)

Convened: 6:35 PM

Board Chair Chris Stevens, having been reelected, offered the position of Chair to other members of the trustees. Daniel Munnelly moved to nominate Chris Stevens as chair, seconded by Anne Spirn and Approved unanimously.

Acceptance of the Minutes of June 4, 2020. Board President Chris Stevens requested a Motion for acceptance of the Minutes of June 4, 2020. Motion made by Anne Spirn, seconded by Chris Stevens, and Approved by a vote count of 2-0.

Acceptance of the Minutes of May 19, 2020. Board President Chris Stevens requested a Motion for acceptance of the Minutes of May 19, 2020. Motion made by Anne Spirn, seconded by Daniel Munnelly, and Approved unanimously.

Director's Report.

Building. A change work order was signed by the town administrator. A gentleman involved in the design and manufacture of the steel beams that will be used visited the building on June 18 to measure and take pictures of the site. The beam manufacture and galvanization should take about three weeks and then construction can begin again.

Essex Heritage, final report. Sharon sent all documents concerning the grant from Essex Heritage for the shoring up of the terrace structure to Essex Heritage on June 16. With that portion of the terrace project completed, the Library is seeking reimbursement of \$2,000 from Essex Heritage, the amount of their Partnership Grant.

Library services. Library staff have been preparing books, CDs, and DVDs for delivery or pickup. In the first week of beginning the service, the Library circulated over 50 titles, with 12 households picking up at curbside and 15 accepting no-contact delivery to their doorknobs. The plan is to continue in this Phase 1 service until July at least, even as town hall begins to open their offices and recreation sites and services.

Sharon is asking for a vote on the proposed policy/procedure sheet for Phase II now, so that we can begin to prepare the building and get the word out to the public. Basically, the Library will be offering to host a maximum of five patrons in the building at a time, plus staff. Patrons will be limited to 50 minutes per visit. One desktop computer and one

laptop will be made available. The bathroom will not be available to the public. Toys will not be available to play with or to check out. Common touchpoints will be cleaned daily, and re-cleaned in between patron times. Physical distancing will be encouraged, and patrons and staff will wear masks at all times when patrons are in the building. Phase II will begin on July 7.

Sharon requested a Motion to approve the proposed policy/procedure sheet for Phase II. Motion made by Anne Spirn, seconded by Chris Stevens, and Approved by roll call vote.

Anne Spirn - Aye

Chris Stevens - Aye

Daniel Munnely - Aye

Fundraising. With a goal of 26,000 (\$25K in personal pledges/donations and \$1,000 from the donation box), the Library is just shy of fulfilling half of the goal. The Friends have also added to the Building Fund, which now totals \$60,746. Sharon will work on developing a Victorian Tea in the fall as a somewhat distanced event, expecting that restrictions may be lifted more by then.

Friends of the Library. In other Friends news, the Friends are funding professional storyteller “Big Joe” Pagliuca, who will give an online performance on Wednesday, July 8. The Friends have also contributed the fee for the caricature artist and to Scholastic children’s books that will be given to the Summer Reading Program participants at the end of the program. They also contributed toward the purchase of plants for the Library vegetable garden beds.

Budget 2021. Sharon has not heard of any adjustments to the Board-approved expenditure plan for July, 2020. The Town is still waiting to hear if it will need to cut the budget for the coming year.

Library certification. The Mass Board of Library Commissioners has suspended the requirement to spend 19.5% of funds on circulating materials for FY2019-20. All other requirements remain in effect, including the Municipal Appropriations Requirement (MAR). With the town unsure if it will need to cut department budgets, we should keep an eye on this requirement in the months ahead.

Summer Reading Program 2020. The Summer Reading Program began on June 19 with 31 children from 22 unique households. A packet of activity pages and a reading log was distributed to all. The first 18 children to sign up are going to receive a professional caricature portrait as a knight, princess, or wizard by professional illustrator Mark Penta.

Teen book club. Olivia will be offering a teen read of the book, *The Lie Tree*, by Frances Hardinge. The book is available on hoopla, and is a recommended selection for Swampscott Middle School seventh graders.

Story Walk. The Library installed a new book, *The Hike* by Alison Farrell, in the Story Walk in the Library playground. The vegetable gardens in both the playground and by town hall are doing well, also, and some leaf lettuce was given to the Council on Aging and to a patron so far. Herbs now ready to go: thyme, lemon thyme, oregano, dill, and a little parsley.

Walk Nahant Project. The Library is planning on doing Walk Nahant as a month-long project, now that the trails have reopened but distancing is still important. It will provide the brochure electronically through our website as well as some of the herbarium specimens, separated by location. Participants will be asked to photograph the plants and send the photos to the Library for inclusion in an online exhibit. Eventually, a physical exhibit will be created to hang in the building.

Continuing education. Sharon had the opportunity to participate in a training by the Mass History Alliance on the reopening of history museums and organizations. One of the facilitators was Nahanter Ken Turino, Manager of Community Partnerships and Resource Development at Historic New England. Sharon spoke for a few minutes on how the Library made plans to reopen and they archived our paperwork on Google Docs for access by the group.

Adjourned: 7:03 PM