

**Nahant Public Library
Board of Trustees
September 18, 2018**

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

Others Present: Sharon Hawkes, Carolyn Ziering

Convened: 6:37 PM

Acceptance of the Minutes of August 14, 2018. Board President Chris Stevens requested a Motion for acceptance of the Minutes of August 14, 2018. Motion made by Anne Spirn, seconded by Dan Munnelly, and approved unanimously.

Capital Project Update.

Dan Munnelly reported that the Building Conservation Committee (BCC) reviewed the submitted proposals and evaluated each. The BCC's decision was unanimous in favor of Adams & Smith, Inc. The Library Trustees agreed with and accepted the BCC's recommendation to award the bid to Adams & Smith, Inc.

Library property assessment. Sharon followed up on the Trustees' question about ADA compliance. The handouts show the town assessor's valuation of the library building for FY2019, and information about how ADA/Mass Architectural Access Board (MAAB) compliance becomes required in a building project. There was a question from the Board as to what constitutes when disability compliance must be added to non-compliant buildings. The handout explains that with the library building assessed at \$957,800, any project(s) with a value over 3 years of \$287,340 would necessitate making the entire building compliant.

New Business.

Trustees Concerns. The Trustees expressed that they already feel stretched beyond their capacity. Anne Spirn expressed interest in setting an agenda or longer-term goals for the Trustees and helping Sharon where possible.

Director's Report.

Door. [Handout] Kronenberger and Sons Restoration has made a bid to replace the side door hardware, which became more urgent as the doorknob would not stay on. This work will be covered by the CPC grant for urgent exterior work. The Trustees' consensus was to move ahead with the oil-rubbed bronze door handle as recommended by the BCC.

Other envelope needs. Town Administrator Tony Barletta has asked Vicky Masone, Nahant's contract engineer, to oversee the various first-year envelope projects. She would like to fuse our projects with town hall's and would leave the extensive work on Ellingwood Chapel as a separate project. That would necessitate going to bid on the projects, and Design Associates will

draw up bidding documents from the town. Masone was updated on where the library is in the process.

Long Range Plan. Please sign the completed copy of the plan for FY2020-2024. The staff will work on an annual plan for FY2020 to be completed by December 1.

Friends fundraiser. The Friends expressed interest in having John Davidson (known for his television work on “That’s Incredible” and “The Hollywood Squares”) to sing a concert for us as a fundraiser. He has tentatively said yes to a performance in May, and details will be worked out.

Budget 2020. The Advisory and Finance Committee will meet on September 19. Sharon and Chris will be speaking with them about the Library’s budget constraints, and the importance of adhering to the Municipal Appropriations Requirement.

Website. Carolyn is working on a design for a new website using WordPress (open source software), incorporating what was learned about our brand and making sure that the website is a robust after-hours library presence.

Nahant Room. After reviewing how far along the Nahant Room project is at this point, it is estimated that it would take about 30 two-hour sessions to complete. To streamline the process, it is recommended to have Carolyn consult with Gerald Butler and Julie Tarmy about weeding the rest of the collection, then hiring someone from Bibliotemps to help with the cataloging, which should take about 2-3 weeks. Next in line is the 1819 collection, the artwork (which is about complete), and the furnishings over the winter.

The Board concurred that the Director’s Report which will now be furnished in advance could be read into the minutes as is.

Capital planning. Interior assessment. [Handout] Two proposals were received on the interior assessment by September 6, when the bidding closed. The Building Committee met yesterday and their recommendations are to award the bid to Adams and Smith. They felt that Richard Smith had included an example of walking a client through two possible solutions, where Design Associates did not. They also felt that Adams and Smith, with over 30 years of experience working with small, historic libraries in the Northeast, would provide a good collaboration with the Library and possibly a seamless transition to drawing up architectural plans in the future.

The award should be announced by the town October 4.

Board responsibilities, assessment, agenda for FY2019. Sharon distributed a copy of the Trustee Pocket Guide which outlines six duties for municipal library boards:

1. Legal – ensures that the Library conforms to federal, state and local laws, including oversight of the building

2. Governance and Policy – adheres to its own bylaws and state regulations concerning meeting and record keeping; adopts the principles upon which the Library will be guided
3. Financial – approves, advocates for and oversees the budget
4. Strategic Planning – adopt and evaluate long-range goals and objectives
5. Human Resources – hires and evaluates the director; determines and advocates for optimal staffing, salaries, benefits and working conditions; conducts annual review of Board performance
6. Continuing Education – provides and encourages ongoing learning opportunities for staff and trustees; supports membership and participation in professional organizations

Survey. The 2018 Resident Survey closed with 118 responses. Findings included that:

- Some people do not have an active library card, but still use the library
- Of those who do not use Nahant Library, many never use any library, preferring to purchase their reading materials (but they may come for programs or computer help)
- The vast majority of respondents were able to come during the current hours. Interestingly, the top responses were for the longer days (Tuesday and Thursday, even though Thursday nights get few visitors) and Saturday afternoon
- Of those preferring an additional choice, Sunday afternoon topped the list, with Saturday morning the second choice
- Respondents love the idea of having museum passes available, even if they don't use them. Respondents would consider using pretty much any of the passes available, but there were only 127 total uses last year.
- The Story Walk in the park got good response from the public, and there were comments in favor of the new building toys funded by the STEAM Everywhere project
- Patrons went out of their way to praise the hard work, innovation, and good customer service of the staff. They understand that it is the staff that makes the library.

Hours open. The Trustees had asked to discuss having the Library open on Sundays. It will cost about \$8,700 to be open 4 additional hours on a Sunday, if you are paying one library assistant and one page, without paying overtime, and paying utilities.

Online giving. The Friends mailing resulted in a couple of people asking about online donating. Sharon would suggest using PayPal for Nonprofits, which offers ways to give using a credit card, debit card, or PayPal account. Donors can opt into monthly recurring gifts or just give once. Donations would go to the Friends, and PayPal would charge 2.2% + \$.30 per transaction. (E.g. a \$100 donation would net the Friends \$97.50.) The Board of Trustees could also have its own Town of Nahant, Memorial Fund button if it wishes.

Value of Library Services, FY2017-18. Using the recent ARIS statistics of library usage, Sharon used the American Library Association's Value Calculator to estimate the town's return on investment in its library. The Value Calculator estimates Certain services, such as reading a newspaper in the building or wi-fi use, are not tracked, but other services, such as borrowing books, attending programs, or using the computer, are. Compared to the fiscal 2018 budget of \$214,253, the Library returned a value of \$378,457. Books alone bring about an equal return on investment, at \$238,897. To put it another way, the Library delivered \$326.64 worth of services to every cardholder, who in turn paid about \$61 for the service. The average cardholder checked out 15 items this past year. Since only 30% of Nahant residents are cardholders, it is important to get more people signed up for library cards, so they can get their money's worth!

Nahant Reads Together: *A Wrinkle in Time*. The book has gone out to the community more than 25 times. Parents are reading with their children, and the fifth grade teacher is reading it to her students. Activities will begin with a display for Banned Books Week at the end of September. Three movies will be screened on Sundays, and 8 authors will be featured at our third Indie Author Day on October 14. There will be book discussions on October 5 at the Village Church and November 4 at the library. The Johnson School fifth graders will be reading the book, as well.

Dementia Friendly Nahant. Sharon spoke at the September 7 Community Breakfast at the Nahant Village Church on the Dementia Friendly Nahant project. She discussed the music collection and other materials being purchased and highlighted the Memory Café, which will begin November 8. Developing the music collection is underway. The downloadable platforms, Hoopla and Libby, are doing well and already have 89 downloads between them for July and August.

Library of Things. Lizz is working with Carolyn to develop a mobile display with our unusual items depicted. Meanwhile, putting the ukulele out on a chair with an invitation to borrow it has resulted in a few circulations. More marketing is always needed, as time permits.

Adjourned: 8:04 PM