

**Nahant Public Library
Board of Trustees
December 16, 2019**

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

Others Present: Sharon Hawkes, Carolyn Ziering

Convened: 6:39 PM

Acceptance of the Minutes of July 2, 2019. Board President Chris Stevens requested a Motion for acceptance of the Minutes of July 2, 2019. Motion made by Anne Spirn, seconded by Daniel Munnelly, and Approved unanimously.

Acceptance of the Minutes of August 6, 2019. Board President Chris Stevens requested a Motion for acceptance of the Minutes of August 6, 2019 as amended. Motion made by Daniel Munnelly, seconded by Anne Spirn, and Approved unanimously.

Acceptance of the Minutes of November 12, 2019. Board President Chris Stevens requested a Motion for acceptance of the Minutes of November 12, 2019. Motion made by Daniel Munnelly, seconded by Anne Spirn, and Approved unanimously.

Building Committee. Dan Munnelly updated the other trustees on the status of the envelope contract which was supposed to be given to Adams & Smith. A phone call to Adams & Smith this week should settle whether the envelope goes to them or to Design Associates. The trustees agree with the Building Conservation Committee that the envelope design should go to Adams & Smith, for continuity if nothing else. In the interest of better communication, Dan asked that he and Sharon be copied on any emails Tony sends pertaining to the library building projects.

Director's Report.

Director evaluation, contract. Both were signed enthusiastically by all trustees.

Budget 2021. The Trustees should vote on the proposed FY2020-21 budget. Sharon recommends adding \$20,000 to the Assistant salaries lines, to be able to offer an additional \$10,000 each to the Adult Assistant (to be called the Adult Services Librarian) and the Children's Assistant (to be called the Children's Services Librarian). The Trustees agreed to delay the vote on the budget pending relevant discussion in Executive Session.

Sharon also noted that the town will be receiving around \$400,000 from the lottery fund.

Building. Richard Smith has filed his final proposal on the terrace, awaiting approval from Mass Historical Commission. Additional items included tile selection, staging, shrub removal, and the requisite sign. Sharon has contacted Essex Heritage and received information on reporting, in order to send them a report and be partly reimbursed for the shoring portion of the project.

Tony Barletta revealed at the joint Executive Session that he is considering dropping Richard Smith from the rest of the envelope work in favor of Design Associates. He explained Richard's bid of \$30,500 sparks an additional procedure for procurement, and said, surprisingly, that Design Associates would do the work for less. When Sharon mentioned that Design Associates quoted 10% of the cost estimate on their envelope assessment, or \$36,400 (with their 6% annual inflation, just over \$40,000) Tony said that he spoke with Design Associates, told them Richard Smith's quote, and they said they would do it for less. The Building Conservation Committee met on Dec. 11 to review the matter.

Fundraising. As of 12/10, the Library has received \$945 from 8 unique donors. Interestingly, most are not active cardholders, giving an early hint that requests should not be limited to library patrons. Sharon also met with MJ Mitchell to discuss making a logo for the Library and the campaign, and she will begin this project in January.

Waiving fines. Sharon presented the idea of waiving fines at the selectmen's meeting on November 21. After asking for the selectmen's consensus (as fines of less than \$200 annually went to the Town), Tony mentioned that the Library could make this decision, so the selectmen gave the go ahead. This will go into effect on Jan. 1 and librarians will be asking for a donation instead to the Building Fund.

Connections Memory Café. Patrons, young and old, gathered to hear a reading of The Nutcracker at the Connections Memory Café on Dec. 12. A singalong with chimes, courtesy of Marrit Hastings, and a painting activity with Marty Taylor rounded out the entertainment. This continues to be a worthwhile program.

Banner. Johnson Elementary School students painted banners with the theme of "Be Your Best Selves," in partnership with recent town efforts to emphasize civil engagement and civil discourse. The Library banner, displayed in Delivery Hall, represents caring for the environment, including the oceans.

Nature in Nahant, 2020-21. Jake Sadow and Nichole Shea from Boston Public Library's Digitization Project came to Nahant Public Library on Dec. 11 to review the herbarium project and to give advice on pulling together the metadata needed to describe each piece. Photography of the specimens will begin in January.

At 7:19 PM, Chris Stevens motioned that the Trustees begin an executive session to discuss a matter of possible litigation. Approved by roll call vote.

Anne Spirn – Aye

Chris Stevens – Aye

Dan Munnelly – Aye

Return to open session at 7:35 PM

Sharon requested a Motion to approve the proposed FY2020-21 budget of \$245,108.10. Motion made by Anne Spirn, seconded by Chris Stevens, and Approved unanimously.

Adjourned: 7:36 PM