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

Board Members Absent: Daniel Munnelly

Others Present: Sharon Hawkes, Carolyn Ziering

Convened: 6:32 PM

Acceptance of the Minutes of September 22, 2020. Board President Chris Stevens requested a Motion for acceptance of the Minutes of September 22, 2020. Motion made by Chris Stevens, seconded by Anne Spirn, and Approved by roll call vote.

- Chris Stevens - Aye
- Anne Spirn – Aye

Director’s Report.

Financials and Budget 2021. September closed with $12,402.97 expended from $16,776.46 budgeted by the Trustees under the expenditure plan for the month. The proposed budget was voted favorably at town meeting, so the last three months of expenses will be incorporated into the entire budget from now on.

Carolyn’s salary increase was put into effect, retroactive to July 1, as were raises for both Sharon’s and her positions.

Budget 2022. Budget planning for FY2021-22 begins immediately. Sharon is offering four versions of a budget: a) one with a simple 2% increase; b) one with increases to allow for a professional Children’s Librarian hire, with the Custodian position to be paid by the town; c) one where all positions would be fully funded by the Library; and d) one with the materials line increased enough to compensate for the increase in the salaries lines. As the salary lines increase, so does the amount of the state-mandated materials budget (19.5% of the total library appropriation), some of which can be made up by technology purchases and other revenue sources. However, all four budgets still remain below 2% of the total municipal budget.

Anne Spirn made a Motion to accept Revised Budget C as presented by Sharon, seconded by Chris Stevens, and Approved by a roll call vote.

- Chris Stevens - Aye
- Anne Spirn – Aye

Library services. Week Fifteen of limited opening to the public is complete. Sharon recommends no changes at this time. The Library currently meets the state requirement for evening hours open past 5:00 p.m., as we are open until 6, Tues-Fri. It does not
currently meet the requirement to have at least one weekend day open, but the state has declared a moratorium on that requirement because of COVID-19, and has not yet reinstated it.

Sharon will continue to monitor case counts as the winter months approach. Additionally, all staff has been vaccinated against influenza.

Sharon is looking to close the Library for a couple of days in November as personal days for staff.

**Building.** Construction work has picked up the pace, with a goal of completion by the end of October. The concrete deck was poured at the end of September and the waterproof membrane was poured two weeks ago. They have also added access doors to the downspouts, so that they can be cleared of debris as needed, and the parapet walls have been rebuilt and repointed. Next will be tile work and the final drainage connections. Sharon believes that all payments to contractors are now being brought up to date by town hall.

There was a tear in the flat roof above Delivery Hall after a September storm. It is leaking into the building, and Tom is managing it. The damage is being scheduled for repair and will be covered by insurance, which will also repair the prior roof flashing storm damage.

The Essex Heritage grant of $2,000 toward the terrace repair has been received by town hall.

Next in line for repairs is the windows and gutters.

**State Financial Report.** The required state financial report for FY2020 was received on time by the Mass Board of Library Commissioners. The Library fulfills all current state requirements and remains certified.

**Nature in Nahant Project.** Year One of the project closed at the end of September, and Sharon sent in her report to the Mass Board of Library Commissioners. This year’s activities concentrated on the town-wide read and the digitization of the Florence Johnson Herbarium, now online at Digital Commonwealth. People are still coming in expressly to see the herbarium exhibit, and survey responses were positive. In Year Two, the emphasis will be on family and children’s activities, mostly concentrated in the spring.

**Nahant Reads Together.** The Boston Book Festival’s One City, One Story title, “The Book of Life and Death” was distributed to about 40 Nahant readers, and ended with an online interview with the author, Grace Talusan, on October 16 through the Boston Book Festival.

**Story Stroll.** Sharon installed a new book at the library playground, *Good-bye Summer, Hello Autumn.* In the spring, author Jill Neimark will introduce her newest book, *Forest Joy,* both in the library playground and as an online author talk.
New Business.

Friends Report. Robin deStefano reported through Sharon about the Friends Building Fund. Robin made a recent deposit of $1,130 which brings the Building Fund balance to $60,778.42

Adjourned: 7:03 PM