

**Nahant Public Library  
Board of Trustees  
January 6, 2021**

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

**Others Present:** Sharon Hawkes, Carolyn Ziering

**Convened:** 6:39 PM

**Acceptance of the Minutes of September 25, 2020.** Board President Chris Stevens requested a Motion for acceptance of the Minutes of September 25, 2020. Motion made by Daniel Munnelly, seconded by Anne Spirn, and Approved by a vote count of 2-0.

**Acceptance of the Minutes of December 1, 2020.** Board President Chris Stevens requested a Motion for acceptance of the Minutes of December 1, 2020. Motion made by Daniel Munnelly, seconded by Anne Spirn, and Approved by a vote count of 2-0.

**Director's Report.**

**Budget 2022.** Sharon spoke yesterday about the proposed FY2022 budget to Town Administrator Tony Barletta and the new Town Accountant, Alison Nieto. Sharon explained the history of the library and its evolution from a service for books (with one librarian and several part-time clerks) and occasional programs to one of books, CDs, DVDs, electronic media, and unique physical items distributed through two online catalog systems along with multidimensional, often grant-funded projects that bring the community together in formal and informal gatherings. This more complex way of offering services requires more professional staff support, which was indicated by the inclusion of a Children's Librarian salary in 2014 that was never filled, and the more recent salaried position of Reference and Adult Services Librarian, filled by Carolyn. Sharon gave Tony and Alison a handout of operating budget expenses since 2013, showing that there had been no significant increase to the budget since five years ago, and explained the parts of the budget today and the state requirements that are reflected there.

Alison asked if it was necessary to have a Children's Librarian right now given the COVID restrictions on meeting for programs such as story times. Sharon explained that hiring now would enable a Children's Librarian to liaise with the school, the parents, and the local daycare providers; take over acquisition and processing of new children's materials; and take over the planning of spring and summer programs. Tony expressed his and the selectmen's support of what the Library is doing, but was short of endorsing the budget increase, saying that he and Alison would "look at the whole budget" before making a decision.

Chris Stevens suggested that the Trustees need to get on the agenda for a Selectmen's meeting to ask for an endorsement of the Library's budget. The other trustees agreed.

**Building.** The repair of the computer room ceiling has been awarded to Air Duct Services and Restoration, the company that did the mold remediation and paint work in 2017. They will begin preparing the room on Friday, January 15. A public computer station will be set up in the YA department and the pressed plant exhibit will be taken down to clear the way for them, and Tom and DPW will help move the heavier furniture.

### **Old Business.**

**Director Evaluation.** All trustees agreed that Sharon's performance is extraordinary. In particular, they highlighted her handling of the coronavirus pandemic. Her management of staff, grant-writing skills, and care for the collection were also praised. The trustees encourage Sharon to continue working on her relationship with town governance and see the recently elected slate of selectmen as an opportunity for a fresh start and to make progress with the support of town hall. The trustees fully support and endorse Sharon's work at the Library.

Chris Stevens requested a Motion to accept Sharon Hawkes' self-evaluation as presented and with a comment to be submitted by Chris on behalf of the Trustees. Motion made by Anne Spirn, seconded by Daniel Munnelly, and Approved by a roll call vote:

Chris Stevens – Aye  
Daniel Munnelly – Aye  
Anne Spirn – Aye

### **New Business.**

**Donation.** The Town Democrats donated \$500 to the library which was accepted by Dan Munnelly on behalf of the Trustees.

**Adjourned:** 7:08 PM