

**Nahant Public Library
Board of Trustees
May 11, 2021**

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

Others Present: Sharon Hawkes, Carolyn Ziering, Dewitt Brown

Convened: 6:40 PM

Acceptance of the Minutes of March 16 and April 19, 2021. Board President Chris Stevens requested a Motion for acceptance of the Minutes of March 16 and April 19, 2021. Motion made by Anne Spirn, seconded by Daniel Munnelly, and Approved unanimously by roll call vote:

Anne Spirn – Aye

Chris Stevens – Aye

Daniel Munnelly – Aye

Director's Report.

New business. It will be necessary to update Carolyn's job description to include "provides Board support" as part of her job duties.

Anne Spirn made a motion to add "provides Board support" to the job description of the Reference and Adult Services Librarian, seconded by Chris Stevens, and Approved unanimously by roll call vote:

Anne Spirn – Aye

Chris Stevens – Aye

Daniel Munnelly – Aye

COVID-19. This is Week 44 of being open since the COVID shutdown. The doors have been unlocked to allow for walk-ins since the winter, and very rarely has someone been asked to come back later due to exceeding capacity. Following recent guidelines changes for libraries, staff are relaxing the number of times they wipe down touchpoints, will wipe down books only on request, and will sequester books for 24 hours instead of four days beginning this month. All staff is now fully vaccinated.

Very little has changed from the patron's perspective. Sharon will continue to watch cases and the Governor's updates, with a view toward relaxing capacity limits and reservations in August or before.

Attendance is sparse but steady. By the end of April, there were 1,705 visits to the library. Last year, attendance from July to mid-March was 8,070 (the Library was closed the rest of that year.) The Summer Reading Program and Music Series will be outdoors or online, and the Little Free Library will be reinstalled at Short Beach.

Building. There was a small leak in the peaked roof over the stacks area on May 5, which dripped from the beams to the book sale floor. Nothing was damaged.

Sharon is putting together the Annual Town Meeting information on the CPC funding article that is required by the MA Historical Commission. In its application, the Library said that matching funds would come from the Community Preservation Act. The deadline to submit that information is May 17, while the vote will be May 15-16.

Fundraising. The Library has recorded donations of \$2,215.00 from ten unique donors from January through April. One major donor gave \$1,000. This does not count what has been received directly by the Friends.

Programs. Trustees, Friends, and staff ran a mini book sale on the library lawn on April 24, earning \$312, and manned a table about the Florence Johnson Herbarium at East Point on May 1 with three boxes of nature books, earning \$54. Approximately 150 people visited the table at the East Point event.

Using Nature in Nahant grant funding, Sharon installed the book *The Hugging Tree* at a Story Stroll at the Library Playground, the author read her book to the Johnson School students via Zoom, a dancer helped the students create a short dance based on action verbs in the book, and the K-3 students received a copy of the book and a letter to parents. There are currently 130 students at Johnson Elementary School, and 77 of them received a free book.

Sharon will be back at the School on May 21 to do plant pressings with the students, just as Florence Johnson did in 1897. For the adults, “Wildman” Steve Brill will talk about edible wild plants, with a lecture on the front lawn on May 21 and a walking tour on May 22. The expenses for these programs are covered by the grant.

Lynn Public School Coordinated Family and Community Engagement (our story time providers) will have a story teller at the Flash Road Playground on the final day of school, June 18, to help the Library kick off the Summer Reading Program.

Backpacks. Also with the grant, Sharon created two nature backpacks with guidebooks, a journal, and binoculars. She offered to lend the binoculars to the May 2 bird watchers at East Point. The backpacks, along with other “Library of Things” items from the collection (telescope, microscope, ukulele, jigsaw puzzles) will be available for checkout once again.

Little Free Library. The Little Free Library book cupboard has been reinstalled at Short Beach, stocked with books, in anticipation of the Memorial Day weekend. There will be no parade this year, but there will be a ceremony at the cemetery. There is a lot of enthusiasm to hold a Friends book sale this summer, and a LOT of books donated that will make that happen.

New Business.

Town Meeting. There are three warrant articles on which the Trustees may need to get up and speak. Sharon described them as follows:

Article #4 (Salary and Classification Plan)

The Board of Trustees of the Library makes a **motion to amend** the Classification and Salary Plan for Fiscal Year 2022 by returning the Children's Librarian classification to the Plan.

The Children's Librarian position has appeared in the Plan for over 30 years, but for at least a decade has been unfilled because it was unfunded. The classification was removed this year without notice to the Board of Trustees. The position should have the same salary range as last year, the same as the Reference and Adult Services Librarian, \$16,500-56,430.

Article #6 (Omnibus Budget)

The Board of Trustees of the Library makes a **motion to add** an additional \$14,238 above what the Board of Selectmen are proposing, for a total of \$256,661, and we ask that the town vote on the total budget amount only.

- This change will fully fund both the Children's Librarian and the Reference and Adult Services Librarian positions, requiring an additional \$10,000 above what the Selectmen proposed
- This change will fully fund the Page position, a minimum wage position, by \$1,001. The Selectmen's proposal to raise this position by 2% actually cuts the position by two hours per week, because minimum wage will rise more than 2% in 2022.
- This change will provide 2% for inflation to all other budget lines, and increase the budget requirement that materials be 19.5% of the total budget. In reality, the materials budget will fall short of the requirement by \$2,000, but the Library is determined to make up the difference by other means.

The proposed Library budget is still 1.8% of the total Town appropriated budget.

Article #21.E (CPC Library, Town Hall, Greenlawn Cemetery preservation)

The Board of Trustees of the Library is seeking an estimated \$161,366 of the proposed \$500,000 toward its next exterior repair goals, which would take care of roofing, gutters, drainage, window frames, and bulkhead repairs. The Board is in favor of combining these projects.

The Trustees decided to contact Mark Cullinan with the hope that he could suggest budget lines that the Trustees could identify to cover the budget shortfall. It was also

decided that the argument should be kept very simple. Daniel Munnelly will be arguing for full funding with the goal of restoring hours that were curtailed during COVID-19.

Dewitt Brown informed the Trustees that the moderator and Board of Selectmen would meet on Thursday to finalize details for this weekend's Town Meeting.

Adjourned: 7:14 PM