

**Nahant Public Library  
Board of Trustees  
November 8, 2022**

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

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

**Convened:** 6:33 PM

**Acceptance of the Minutes of October 4, 2022.** Board President Chris Stevens requested a Motion for acceptance of the Minutes of October 4, 2022. Motion made by Anne Spirn, seconded by Chris Stevens, and Approved by roll call vote:

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

**Director's Report.**

**Roof repair.** Sharon has a proposal from Marc Green of Eagle Enterprises, the subcontractor who did the recent roof work, to patch a section of flat roof that may be causing the leak that continues to occur. The repair is not to exceed \$4,500. A full replacement is recommended for the near future.

Sharon Hawkes requested a Motion to approve using available funds to complete the roof patch as described above. Motion made by Daniel Munnelly, seconded by Anne Spirn, and Approved by roll call vote:

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

**Fundraising: Victorian Holiday Tea.** The Friends of the Nahant Public Library and the Board of Trustees will jointly host a Victorian Holiday Tea on Saturday, December 10, 3:00 at the Library. Jolie Tea has agreed to create a custom blend and donate enough for the event, and tea, cookies and chocolates will be served along with Victorian songs and dulcimer music by Diane Taraz. Reservations will be required with a donation of \$50 per person or more to the Friends Building Fund.

**Next digitization project.** Sharon met with Robert Wilson on October 19 to discuss photographing the dedications in the front of the volumes of the 1819 collection that the Library still owns. Boston Public Library approved the project. He photographed the collection during the following two weeks, and is doing post-production work on the photos while Sharon works on formatting the metadata for another Digital Commonwealth upload. Expenses for the project are being paid for by a CPC inventory grant.

**Nahant Reads Together: *Educated by Tara Westover*.** Nahant read the memoir about a member of an Idaho survivalist family who brings herself out of that situation through formal education. Each Saturday in October offered a different event, and ended with Indie Author Day on November 5.

**Native exhibit lighting.** Poulin Electric made repairs to the lighting of the Native American exhibit, as half the lights had gone dark. The cost was \$358.47.

**Door.** Hayden Safe & Lock visited the library on September 14 to take a look at the side door, which has still not been completely right since its lock repair in 2018. Currently, it cannot be locked to the outside without also being locked on the inside, a fire safety violation. They have submitted a quote of \$280.72 for the repair, which will take place in about two weeks.

**Flat Stanley.** The Library had a visit from a Flat Stanley from Chagrin Falls, Ohio. Sharon took some photos with her in the Library and around town, and the third grade class at the Johnson School was happy to pose with her for the third graders back in Ohio. She was returned at the end of October with some seashells, photos, and a copy of the Library's tour brochure.

**HVAC proposal.** Sharon received a proposal from B2Q, an independent engineering consulting firm working with the town's Green Community initiative, for a feasibility study on electrification of the Library HVAC systems, based on a site walk they carried out back in August. Primarily, it would look at moving the heating system to a fully electric HVAC system, including a climate-controlled attic space to store the Library's archives. The town's contract engineer will write a grant to pay for the study.

**Self-evaluation.** Sharon submitted her self-evaluation and requested an Executive Session for the purpose of negotiating a new contract. The current contract expires December 31, 2022.

## **New Business.**

**Draft budget FY2024.** Sharon submitted a first draft of a budget for FY2023-24, with increases to those lines that she predicts will go into the red this fiscal year. Two big unknowns: the amount to be paid on heating, since the cold season hasn't begun in earnest until this month; and the inflation rate for the second half of this fiscal year.

The Trustees approved of the draft budget, requested a sheet of talking points, and wondered when they should reach out to members of the Advisory and Finance Committee.

**Integrated Library System (ILS) discussion.** The Massachusetts Library System, the support organization for the catalog, MassCat, is proposing a grant assistance program to move Nahant Public Library into a larger public library network within the next five

years. While it is not mandatory to make this change, there are advantages to being in a larger network, such as NOBLE.

Given the cost difference between MassCat and NOBLE, all Trustees agreed it was a non-starter.

### **Old Business.**

**Library of Things policy.** Sharon submitted a draft policy for the Library of Things collection.

The Trustees primary concern is to recoup costs if an item is lost or damaged. They asked that Sharon look into the possibility of going to small claims court.

**Adjourned to Executive Session for the purpose of contract negotiation: 7:24 PM**

**Reconvene: 7:39 PM**

**Director evaluation.** Discussion on Sharon's evaluation, with consensus to adjust items #1 (hires, trains, and evaluates library staff) and #6 (initiates grant proposals to potential funders) as Exceeds Expectations above Sharon's self-evaluation.

Board President Chris Stevens made a Motion to approve the evaluation with the discussed changes and an additional paragraph from Chris. Motion seconded by Anne Spirn and Approved by roll call vote:

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

**Adjourned: 7:49 PM**