

**Nahant Public Library  
Board of Trustees  
December 13, 2022**

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

**Board Members Absent:** Dan Munnelly

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

**Convened:** 6:33 PM

**Acceptance of the Minutes of November 8, 2022.** Board President Chris Stevens requested a Motion for acceptance of the Minutes of November 8, 2022. Motion made by Anne Spirn, seconded by Chris Stevens, and Approved by roll call vote:

Anne Spirn – Aye

Chris Stevens – Aye

**Director's Report.**

**State Aid.** Nahant Public Library has met its requirements for State Aid and has received its first installment (50%) of \$2,774.41.

**Budget FY2023.** The Town Administrator has noted that utility costs are rising, and said that the Town will set aside a fund in case of utility budget overruns. The Library most likely will see overruns in heating, electricity, and telephone expenses this year, as well as in general supplies, and the proposed budget for next year will try to incorporate those increases.

**Fundraising: Victorian Holiday Tea.** The Friends of the Nahant Public Library and the Board of Trustees hosted a Victorian Holiday Tea on Saturday, December 10, 3:00 at the Library. Jolie Tea donated a custom blend for the event, and tea, cookies and chocolates were served to twenty-five attendees. Victorian songs and dulcimer music was performed by Diane Taraz. As of December 9, the Friends earned a net of \$1,101.65.

Chris Stevens commended Sharon for all her work on the Tea and how smoothly it went.

**Door.** Hayden Safe & Lock repaired the side door on December 5, replacing the spindle inside the door lever mechanism with something slightly longer. They gave us a spare, as well.

**Roof repair.** Eagle Enterprises made repairs to the flat roof in mid-November. There have been a couple of driving rainstorms since, and no leaks have been detected.

**Cable network.** Comcast installed some new cable lines on December 6, using already established entry points. The town hopes to have a network set up that will enable phones

to transfer calls internally instead of asking a patron to hang up and dial a different number.

**EnChroma glasses.** Matt Shearer from WBZ NewsRadio came to the Library on December 6 to do a story about the Library's colorblindness correction glasses. He brought along a patron who borrowed and tried on the glasses. The staff's favorite remark about his discovering how vibrant colors can be, "Orange is my new favorite color."

## **Old Business.**

**Budget FY2024.** Sharon offered slides on the details of the proposed budget for FY2023-24. The draft budget includes: a 2% increase for full-time staff, and the requisite increase for the Page (minimum wage). The Custodian salary is a DPW contract currently under negotiation with the town. In the proposal, it is listed as a 2% increase. Utilities are going up, and based on early performance this year, the gas and phone bills are increased. In the materials budget, rates are increased to more closely match the state mandate, but will still leave a deficit of \$2,757. The total budget would still be only 1.7% of the total town budget, even if the town were to be level funded. The ratios of the different parts of the budget are typical for public libraries (save that the materials budget should be 19.5%):

Salaries	72.02%
Materials	18.46%
Building	8.39%
Supplies	1.13%

The Town Administrator will be setting up budget meetings with department heads the first week of January.

Chris Stevens requested a Motion to accept the draft budget as described by Director , Sharon Hawkes. Motion made by Anne Spirn, seconded by Chris Stevens, and Approved by roll call vote:

Anne Spirn – Aye

Chris Stevens – Aye

**Library of Things policy.** Sharon submitted a draft policy for the Library of Things collection. The Trustees agreed to table voting on this policy until they receive more information about how to recoup costs of items over \$200.

**Adjourned:** 6:53 PM