

**Nahant Public Library
Board of Trustees
January 17, 2023**

Board Members Present: Anne Spirn, Dan Munnelly

Board Members Absent: Chris Stevens

Others Present: Sharon Hawkes, Carolyn Ziering

Convened: 6:41 PM

Director's Report.

Building. Homer Contracting has asked for the rest of the retainage on Phase Two of the building project, about \$40,000. There is minor window work that needs revisiting, having to do with sashes that are sticking and bolt guides that need to be installed. The other part of the project has to do with sandstone block repair to the northwest window. The block was estimated to be delivered in December, but it has not arrived. With input from Tony Barletta and architect Richard Smith, Sharon has proposed that Homer complete the minor window repairs and find out the status of the sandstone. If they would like to withdraw from Alternate 1 (the sandstone repair), they may do so and the balance (about \$5,000) will be deducted from the retainage. The project would then be rolled into Phase 3 of the repairs. Homer came to the Library on January 13 to assess the needed window repairs.

Collection Development Policy. The Massachusetts Board of Library Commissioners (MBLC) reminded libraries recently that having written collection development policies on file with the state is mandatory. They also strongly suggest that libraries post them on their websites. Nahant Public Library has long had its policy set in writing and filed at the MBLC, and the current written policy, including collection development, has been posted on its website, including in its most recently updated website at <https://nahantlibrary.org/wp-content/uploads/sites/4/2022/03/NPL-Policy-Manual-updated-3-15-2022.pdf>, beginning on page 16.

Budget FY2024. Sharon and Chris presented the Trustees Recommended Budget for FY2023-24 on Wednesday, January 4 to Town Administrator Tony Barletta and Town Accountant Alison Nieto. Alison suggested a minor change to the salaries lines, to reflect one day less fitting into the fiscal year next year than this. Otherwise, Tony seemed favorable, and felt it was a “conservative budget.”

Annual Report 2022. Sharon submitted a draft of the annual report for the Board's review. It will be incorporated into the Town Report to be distributed at the annual town meeting.

Telephones. New VoIP telephones have been installed, but are not yet enabled by Verizon. They should allow staff to transfer calls to other Nahant departments, and seem to be an upgrade in phone quality, though they are not wireless phones, compared to what the Library uses now. This is a town hall project and the installation is at no cost to the Library.

STEM playgroup. The Lynn School System Coordinated Family and Community Engagement (CFCE) received a grant to provide a STEM playgroup for young elementary school aged children, and has proposed to provide the program at the Library. The group will be led by Elle Toner and assisted by Chrissy Ierardi. Elle will include a STEM related story along with a STEM based activity. The children would meet on Thursdays at 3:00 on:

Session I: February 9 and 16, March 2, 9, and 16, and April 13 and 27

Session II: May 4, 11, 18 and 25, and June 1 and 8

Girls Scouts. A Girl Scout troupe began meeting monthly on January 12 at 5:30 in the children's room. Along with a story time and the STEM playgroup that day, Thursdays may become a very busy day at the Library!

Art history in the Library. Sharon will coordinate with the Johnson Elementary School 3rd graders on holding a class at the Library, using the art on the walls of the Library to teach a little about art history. Students will draw their portraits, their home landscape, and an Expressionist landscape, as well as observing these formats around the building.

1819 Collection. Sharon is corresponding with the Ontario County (NY) Historical Society, where Nahant Library founder William Wood spent his later years. They have a number of interesting artifacts from "Uncle Billy," such as his diary. They also corroborated that the dedications of the books are in Mr. Wood's handwriting. Sharon will incorporate some of what is learned into a presentation in the spring.

Specials Book Sale. Sharon is working with the Friends to hold a book sale from Feb. 14-18 of some of the more collectible or unique items that are part of the ongoing sale. They will be brought down to the first floor for easier perusal by patrons.

Trainings. Sharon has attended 2 relevant trainings recently. The first was on first amendment audits hosted by the Mass. Municipal Association. Sharon has had training on the topic previously, but was particularly interested to hear what the MMA was presenting. The second training was offered by the Johnson Elementary School to teachers and addressed anti-racism in the classroom.

New Business.

Board Positions. Chris Stevens' term will be up this election season.

Adjourned: 7:01 PM