

**Nahant Public Library  
Board of Trustees  
September 19, 2023**

**Board Members Present:** Anne Spirn, Dan Munnelly, Linda Jenkins

**Others Present:** Sharon Hawkes, Nori Morganstein, Carolyn Ziering, Sherry Smith

**Convened:** 6:33 PM

**Acceptance of the Minutes of August 15, 2023.** Board President Anne Spirn requested a Motion for acceptance of the Minutes of August 15, 2023. Motion made by Daniel Munnelly, seconded by Linda Jenkins, and Approved by roll call vote:

Anne Spirn – Aye

Daniel Munnelly – Aye

Linda Jenkins – Aye

**Director's Report.**

**Onboarding.** Nahant Public Library Director Nori Morganstein began her first day on Tuesday, September 19. She has already begun to familiarize herself with the various files concerning Library operations and acquaint herself with Library policy and procedures. Welcome, Nori!

**Custodian.** Cleaning contractor Delma Botelho came to the Library on August 18 for a deep cleaning of the first floor. The Town Accountant and Town Administrator contacted Sharon on August 23 to let her know that they wanted the Library to cover that bill and a weekly light clean, and that if it impacted balancing the budget at year end, “we will work with the Selectmen and Finance Committee to cover these overages with either savings from the Custodian salary account or from another source.” Other tasks performed by the custodian have included:

- Vacuum floors, spot clean as needed
- Dust and de-cobweb as needed
- Remove garbage and recyclables as needed
- Clean the bathroom as needed (toilet, floor, sink, replenish toilet paper, paper towels)
- Purchase janitorial supplies (cleaners, toilet paper, paper towels, garbage bags)
- Install screens or panes on doors seasonally
- Install 2 air conditioning units and remove seasonally
- Little Free Library: install in May, de-install in October
- Recycle batteries, copier ink cartridges
- Remove leaves seasonally
- Clean downspout cleanouts as needed
- Shovel snow (snow blower, shovel, salt) and de-ice as needed
- Turn on and off outdoor water spigots seasonally

- Minor building repairs and assist with moving furniture or boxes, as needed
- Changing the automatic timer for the exterior lights, twice per year

**Building.** A sudden downpour on August 18 burst through a seam in the downspout near the side door, sending a plume of water at the side entrance. Sharon was able to redirect the water (twice), and she informed DPW and the Town Administrator. Sharon suggested they look at it before winter. No repairs have been initiated.

**Fundraising.** Sharon spoke too soon last month. The town's checking account will not accept checks made out to Nahant Public Library. The Library does have donor accounts, but checks should be made out to Town of Nahant, and Nahant Library should be in the memo field. The Town Accountant sends out weekly reports which Nori will be able to track. Checks may also be made out to The Friends of the Nahant Public Library.

**Budget FY2025.** Sharon enclosed a handout about recommended budget areas of concern for FY2025.

**Giant Book Sale.** The ongoing Book Sale is back up and running on the third floor of the Library. Donations to the Book Sale are welcome any time the Library is open. But the Market-by-the-Sea scheduled for September 16 was cancelled due to rain.

**Financial report.** Sharon submitted the annual Financial Report to the MA Board of Library Commissioners on August 25. The Library is compliant with all state requirements, including those concerning the Municipal Appropriations Requirement (MAR) and the Materials Budget Requirement. The Materials Budget Requirement (19.5% of the total Library appropriation) came in at \$50,048 for FY2023, but only \$46,104 of it was budgeted, leaving \$3,944 to be pulled in from other sources. As it turned out, the digitization of the 1819 book collection came in over estimate, at \$7,500. Not only did this complete the Materials Budget Requirement, but it released some funds to be applied to other parts of the budget that were in arrears. The total spent toward the Materials Budget Requirement was \$50,195.

Sharon reported that the FY2024 budget is going to have similar challenges. The materials budget will be underfunded by \$3,710. Sharon suggests working with the Friends and donors on the purchase of more museum or other season passes, other Library of Things purchases, and/or technology purchases used by the public.

**NOBLE consortium proposal.** Scott Kehoe, Library Resources Director and the person in charge of MassCat at Mass Library System (MLS), called Sharon in response to the Board's letter to MLS about the possible move to NOBLE. He assured her that Nahant was welcome to stay with Mass Library System, and that they had no plans to force all public libraries out of the consortium. He said this initiative was to help a few libraries that wanted to leave MassCat but needed a little help with the costs involved. Scott also suggested looking into other consortia and comparing prices, particularly CW MARS, and perhaps negotiating a different price with NOBLE. He said that the MBLC's quote

for its Small Libraries in Network amount of \$2,125 is the one to use in calculations. He would be pleased if Nahant didn't leave MassCat and has enjoyed our professionalism.

Scott responded formally by mail to the Board's inquiry in early September.

**Overcoming Racism.** The *Waking Up White* discussions concluded on September 10. Over 20 people attended each session. Author Debby Irving generously gave a Q&A session via Zoom on Sunday evening, September 17.

**Let Freedom Read.** The read-in is scheduled for Saturday, September 30, 1-3 on the lawn or indoors at the Library. Residents will be invited to bring a lawn chair and just read a book, silently, for however long they like. The Library extends an invitation to surrounding communities to participate. Lynn, Lynnfield, and Reading will also hold read-ins, as will other libraries across the Commonwealth. Nahant Library also invites residents to a webinar on October 4, 7 p.m. called, "Banned in the USA: A History of Censorship, Book Bans, and First Amendment Freedoms." The presenter is Jocelyn Kennedy, a lawyer and librarian. She is the Executive Director of the Farmington Libraries in Connecticut, and has served as Executive Director of the Harvard Law School Library, Director of Library Services at the UConn Law Library, and as a research librarian at the University of Michigan Law Library. Attendees may register at the [Reading Public Library website](#).

#### **New Business.**

**Nancy Schön event.** Linda Jenkins is working with Nancy Schön, author of *Make Way* for Nancy and creator of bronze sculptures like the ducklings in the Boston Garden, on a fundraiser for the library. They have settled on Saturday, November 4 at 2pm for a lecture, hopefully followed by a Q & A and an option for Nancy to sell her books. More details will be decided after a meeting with Library staff.

**Adjourned:** 7:09 PM