

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

Board Members Present: Anne Spirn, Linda Jenkins

Board Members Absent: Dan Munnelly

Others Present: Nori Morganstein, Carolyn Ziering, Emily Potts

Convened: 6:43 PM

Acceptance of the Minutes of September 19, 2023. Board President Anne Spirn requested a Motion for acceptance of the Minutes of September 19, 2023. Motion made by Linda Jenkins, seconded by Anne Spirn, and Approved by roll call vote:

Anne Spirn – Aye
Linda Jenkins – Aye

Building Committee. The final stage of Phase two of the Current Building Work began on Wednesday 10/4. Eroded sandstone at the west window outside of the local history room was replaced and repointed by Homer Contracting. A report of the repairs was written up by Richard Smith for the MA Historical Commission. Their last day putting in the sandstone was Friday 10/6. On Wednesday 10/11, Richard Smith (architect) noticed one window was missing the sealant that the others had –by the new sandstone, so Homer Contracting will come back one last time to perform that work. No date was given for this last visit. Nori will be in touch with them if it doesn't happen in the next couple of weeks.

Fundraising Report. Linda Jenkins reported on the status of publicity and planning for the Nancy Schön event. She has given tickets to several parents to sell and Deborah Vanderslice has distributed posters all around town. The Friends requested an accounting of money being spent for the event in order to gauge success.

There was also discussion of acquiring a credit card machine to receive payments to the Friends of the Library. Emily Potts and Nori will look into possible solutions.

Director's Report.

Custodian/Cleaning. The last time the cleaning contractor, Delma Botelho, came to the Library was 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 (created by Sharon) 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

Cleaning Service Update. Nori spoke with the Town Admin and arranged for Delma Botelho to come back to the library. They will come back the week of 10/17 for a walk-through to go over the above list and to schedule another Deep-clean since they haven't been to the library in months, and to schedule a more regular cleaning service (as what Town Hall has) until a new custodian can be hired.

New Custodian Update: DPW reached a contract negotiation with their Union and the Town is now posting the Custodian position. They expressed that there was a lot of interest in the position and that they believed it should be filled soon. So, the cleaning service, Delma Botelho should not be needed for too long.

Grants. Nori and Emma submitted two Cultural Council Grants. One to support the Nancy Schön fundraising program to help off-set some of the costs, and one for a Bird Buddy, a smart bird feeder that would photograph, video, and identify, all of the birds that visit the library.

Giant Book Sale. The ongoing Book Sale is running on the third floor of the Library. Donations to the Book Sale are welcome any time the Library is open. The last season's Market by the Sea was held on October 14th. The friends made \$112 including the sale of one ticket to the Nancy Schön event.

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.

Nori is familiarizing herself with the budgets, local grants, and the Library Friends. She plans on preparing for the upcoming budget season/proposal with the town over the course of the next several weeks.

Let Freedom Read. The read-in was September 30, and it was a success. We had about 30 people attend in all. The Banned Book display in the library attracted plenty of discussion (all positive). People came in and stopped by to chat about what is happening around the country. Plenty of banned books were read. Senator Crighton and State Representative Cahill stopped by the library to say goodbye to Sharon and chatted with Nori and Sharon about the topic of banned books and their support for the freedom to read.

Halloween. The library is open Halloween night. We are planning on having a movie (friendly to all ages) and giving out candy, provided by the Friends of the Nahant Public Library.

Digital programming. The library co-hosted a digital Banned Book Week Program on Wednesday October 4 called, *Banned in the USA: A History of Censorship, Book Bans, and First Amendment Freedoms* with other libraries in MA, in which 8 of our patrons attended. The library will also be co-hosting (with other MA libraries) a *Virtual Baking Demo and Discussion with Chef, cookbook author and host of the award winning series, Bake it Up, Erin Jeanne McDowell* on December 5 at 7pm.

These digital programs that the library co-hosts are free for the library to do, require no physical setup, and allow us to collaborate with librarians all across the state. We just post a zoom link to our webpage.

New Business.

Budget FY2025. Anne Spirn expressed interest in providing staff with a competitive salary in order to retain well-qualified staff and mentions this as Nori begins to prepare the next budget.

Sharon card. Anne Spirn read a thank you card she received from former director, Sharon Hawkes, to all the Trustees.

Annual Meeting. Nori Morganstein suggested the possibility of gathering the Friends, the Trustees, and the Library Staff together in person for at least one meeting per year. Emily Potts and the Trustees agreed that that would be a good idea.

Old Business.

Friends of the Library. Anne Spirn acknowledged Emily Potts and the Friends of the Library for the assistance they provide to the Library and community. Emily Potts also acknowledged Friends Treasurer Robin deStefano and her steadfast commitment to the Library

Adjourned: 7:37 PM