

**Nahant Public Library  
Board of Trustees  
December 12, 2023**

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

**Others Present:** Nori Morganstein, Carolyn Ziering

**Convened:** 6:32 PM

**Acceptance of the Minutes of October 17, 2023.** Board President Anne Spirn requested a Motion for acceptance of the Minutes of October 17, 2023. Motion made by Linda Jenkins, seconded by Anne Spirn, and Approved by roll call vote:

Anne Spirn – Aye

Daniel Munnelly – Abstain

Linda Jenkins – Aye

**Fundraising Committee.** Linda Jenkins reported that the Nancy Schon event raised \$11,200 for the Building Fund. She hopes that Nancy will be able to reschedule her visit for sometime in April.

**Director's Report.**

**Cleaning Service Update.** Delma Botelho came back to the library for a deep clean on Saturday 10/21. The Cleaning Service was booked weekly (as they were at Town Hall) through November. A new Custodian, Scott Grieves was hired and started working on Monday 10/23 for the Town of Nahant. Nori met him on Tuesday 10/24. Delma will have some overlap with the new custodian, as he's trained and getting started first on larger scale projects. Scott has already taken in the Little Free Library and brought the A/C units into the basement. Nori spoke to him about the downspout near the side door that hadn't been addressed yet also. He believes removing the buildup of leaves will solve the problem, but he will keep an eye on the situation and has begun taking care of the library's outdoor/indoor needs. He's now routinely removing leaves from the downspout and coming into the library as of the end of November

**Building.** The final stage of Phase Two of the Building Project is complete. Homer Contracting began putting the sandstone into the west window outside the local history room on Wednesday 10/4 and finished by Wednesday 10/11. Architect, Richard Smith, wrote a report for the MA Historical Commission and noticed one window was missing sealant that the other windows had. On Wednesday 10/18, Homer Contracting finished the sealant on the window, and the project is now complete. Payment was submitted 10/20.

**Planning.** Nori submitted the Action Plan on Wednesday November 29<sup>th</sup> and the Action Plan was approved by Amy Clayton, Administrative Coordinator at MBLC on Thursday November 30<sup>th</sup>.

The Action Plan is the simplified, task-oriented version of the Long Range Plan that lists how the library will take steps to accomplish the goals set in the Long Range Plan. Nori used templates set by MBLC and worked with Carolyn, Emma, and Joanne at their November monthly staff meeting on setting the steps in the Action Plan and future goals for the library in general.

**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 Seas took place on October 14<sup>th</sup> where the Friends promoted the Nancy Schon lecture and sold tickets as well. The Friends of the Nahant Public Library are selling mugs, tote bags, greeting cards, and local books at the library throughout the month of December.

**Financial report.** The library is on track with spending. Nori will need to spend money from the Non Appropriated funds soon for Library books and materials because the budget is short a few thousand dollars to cover the costs we need to spend this fiscal year for the state requirement on materials spending. Also, attached is the FY24 State Aid to Public Libraries Awards Document. Nahant received \$3,069.47 from the state for next year's fiscal budget.

Nori received the templates for the FY2025 Budget from the town on Tuesday 12/5, but she's been working with past templates left by Sharon as well. She also worked with the MAR formula required from MBLC to receive state aid for the following fiscal year and has attached an up-to-date MAR chart.

Nori and Emma worked on a LSTA grant application for updated shelving in the Children's Room. Emma worked on a grant for her final project in Library School, so she picked a LSTA grant that would also benefit the library. The letter of intent/application was submitted December 5.

#### **Programming:**

**Halloween.** The library was open Halloween night. We showed the movie, Hocus Pocus (friendly to all ages) and gave out candy, provided by the Friends of the Nahant Public Library. 3 adults and 5 kids stopped by to watch the movie during their Trick-or-Treating adventures.

**Nancy Schon Lecture.** Due to an emergency on Nancy's part, the lecture was postponed. No new date has been set yet.

**A Virtual Evening with Bestselling Authors, Tess Gerritsen and Paul Doiron on Monday November 20 at 7pm.** Bestselling author [Tess Gerritsen](#) will discuss her brand new book, The Spy Coast, in conversation with bestselling author [Paul Doiron](#). Tess Gerritsen has sold over 40 million books in 40 countries. Dubbed the "medical suspense queen" by Publishers Weekly, her series featuring homicide detective Jane Rizzoli and medical examiner Maura Isles inspired the TNT television series "Rizzoli & Isles." Paul Doiron is the bestselling author of the Mike Bowditch series of crime novels set in the

Maine woods. Doiron is the former chair of the Maine Humanities Council, Editor Emeritus of *Down East: The Magazine of Maine*, and a Registered Maine Guide specializing in fly fishing. This program is hosted by the Tewksbury Public Library and other MA and NH public libraries, including the Nahant Public Library. 3 Nahant patrons attended.

**Virtual Baking Demo.** The library is cohosting 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. Erin will demonstrate how to bake one of her favorite recipes, followed by a Q&A. This program is sponsored by the friends of the Ashland Public Library, and other participating MA libraries, including the Nahant Public Library. 4 Nahant patrons attended.

The digital programs that the library co-hosts are free to do, require no physical setup, and allow the library to collaborate with other librarians all across the state, and elsewhere. The library just advertises the event and posts a zoom/registration link online.

**Paint Library Book Ends.** Saturday, December 9th from 2-3:30pm. Book ends make great gifts for friends and family who love to read. The library provided the paint, brushes, and the book ends. 6 patrons attended the program.

**Future Winter Programs:** Mystery Book Club (1/11), February Vacation Week Children's Programs, Valentine's Day Vase Program (2/13), Knitting/Crafting Club (March/April), virtual program: author and craftsperson Peter Bellerby Discusses "The Globemakers: The Curious Story of an Ancient Craft." (2/22) and virtual program "Q&A with Author Erica Cirino discussing *Thicker than Water: The Quest for Solutions to the Plastic Crisis*" (3/4). Also, Nori is working on putting together more passive programming that patrons can do themselves in the library (like jigsaw puzzles or leaving Leaf notes about what books they are thankful for). 15 patrons left leaf notes in November. In December, Nori set up a candy cane scavenger hunt on 12/7.

**Becoming a Climate Resilience Hub:** Climate Resilience Hubs are community institutions — libraries, churches, schools, nonprofits, local businesses and others — that help educate residents about extreme weather preparedness and other impacts of climate change. If they choose, hubs can also help residents respond to extreme weather events through material assistance. For instance, hubs can provide phone charging during a power outage, provide air conditioning during a heatwave, organize welfare checks on vulnerable neighbors, or deliver other services. All hubs are expected to display the Climate Resilience Hub window decal and have brochures about extreme weather preparedness available to their patrons (digital copies are provided by CREW). All hubs are also expected to organize at least one yearly educational event about emergency preparedness. Nori started the process of getting the Nahant Public Library setup as a Resilience Hub, which is free to do, and will connect the library to more free resources across the state.

## **New Business.**

**Building Phase 3.** There was brief discussion about next steps for the Building Envelope project, what is left to do, whether we have the money, and where HVAC fits into the future endeavors of the library.

**FY2025 Budget.** The Town recommended a 2.5% increase for full-time staff and a \$0.25 raise for part-time employees. They also advised against increasing any individual line item by more than 2%. Nori presented her proposed budget and rationale forms for a couple increases beyond what the town recommended.

The Trustees agreed that Nori's budget and rationale were good, but they were in favor of increasing the full-time salaries by a greater amount. Nori will create a rational form for these two increases.

Daniel Munnelly made a motion to bring full-time staff salaries in line with professional standards for towns of our size in the FY2025 budget, seconded by Linda Jenkins, and Approved by roll call vote:

Anne Spirn – Aye

Daniel Munnelly – Aye

Linda Jenkins – Aye

**Joint Meeting.** Nori proposed a joint meeting between staff, trustees and Friends officers and the Trustees suggested a Tuesday or Thursday in January when the Library is open later.

**Adjourned:** 7:26 PM