



SWAMPSCOTT
— PUBLIC LIBRARY —

Received by Town Clerk
April 2, 2024 10:10am

BOARD OF LIBRARY TRUSTEES

Neal DeChillo – Chair, Tript Sembhi – Vice Chair/Treasurer, Debbie Friedlander – Secretary

Present were attendees: Neal DeChillo, Debbie Friedlander, Jonathan Nichols

The meeting was held in the Director’s Office of the Library, 61 Burill Street, Swampscott, MA

MINUTES – October 16, 2023

1. Call to Order: 5:34PM
2. Approval of September 18, 2023 Minutes: Officially accepted
3. Director’s Report:
 - a. Director’s Activities: Thriller Author Series has officially kicked off. Tad Baker, Professor of History, Salem State University instructor and a historical archaeologist was the first author: non-fiction book, “A Storm of Witchcraft: The Salem Trials and the American Experience (Pivotal Moments in American History)” was attended by 10-12 persons. The following Thursday, a joint event with the JCC, Marblehead, featured author and former lawyer, William Landy, best known for his book, “Defending Jacob.” The Teen Room is now officially open. Jonathan received numerous accolades from patrons as well as for The Teen Room’s dedication to Sandy Moltz. Still working on getting plaque attached to the wall. Nevertheless, it’s nicely displayed with the citation from Representative. Jenny Armini who had attended the dedication. Beginning this evening, Jonathan will lead a Craft Night. Tonight’s project: Halloween wreaths. Ten people have already signed up. Thus far Craft Night is scheduled just for the month of October. If successful, Jonathan will consider handing this off to a staff member. Craft Night is free for participants. Jonathan has attended a series of meeting: Today met with the Massachusetts Library Board staff member, Lindsay Forbes. She is responsible for the grant for which the process is quite different this year, as they’ve switched over to a new federal system: AMPI FUND. One report is due quarterly, the second a wrap up end-of-year report. The Maker’s Space is already two months ahead of schedule. Lindsay was thrilled with the progress. Jonathan considers theirs a fruitful meeting.
 - b. Department and Staffing News: The Teen Pages have officially started on Friday. This is their first full week. Each will be working 4 hours per week/per page. Which translates to 8 hours of shelving. They’ll be concentrating on the Teen and Children’s Rooms. The Children’s Room has been overwhelmed by use of late. This morning

Jonathan extended an offer to a candidate for the 12-hour library aid position. This position has a set schedule, usually working at the circulation desk as well as helping out in the Children's Room.

- c. Other News and Updates: The library was in possession of an original photo of a native American tribe and a Swampscott town person from the late 19th century. The Town is now in possession of the photo with plans to restore and reframe it. Swampscott considers this photo a Town artifact. After the restoration Sean would like to have the photo duplicated, which the Town will keep. The restored original will then be sent back to the tribe. November is National Indian Heritage Month. In an event hosted by the Historical Society, the Library will fund a speaker related to Native Americans.

4. Old Business

- a. Website Redesign Update: Finally in the home stretch. In the process of choosing the 20 pages the website design company, Juice Box, will build. After those 20 pages the library is responsible for the rest. Juice Box will hand over the site once they've done the build. It'll be approximately an additional month before the site goes live, which is tentatively scheduled for January 2024. The goal is for the site to be fun and very user friendly.
- b. Capital Improvements Update: Work has begun on the exterior of the building. First up: brick repointing. Setting up a consultation regarding roof repair(s). If the repair is not extensive, the work will move forward. Anything major will be documented in a report. Some monies were allocated for repairs before the current Library Director's tenure. Jonathan has had to amend his budget requests to incorporate much needed additional repair work.
- c. New Services and Technologies Updates: The Self-Check-Out stations are going well, especially the one downstairs. They've been used about 300 times with little or no Library promotion. Feedback: people adore them. Patrons from other towns love them too, as they're quite used to using self-check-out stations in their town libraries. Best of all the teens love it!
- d. Grants and Strategic Planning Updates: Annual Report has been printed. The library did not get the SHORE Grant which would've been for \$20K allocated for oral histories. Funds have been officially delivered for the Makers Space. The Town is in process of processing them. Jonathan is still training on AMPI FUND. The library will have to match funds up to \$4,000 on the \$30,000.
- e. Renovation Discussion: Ray has sent new design drawings for the rear entrance. Next step is for Jonathan to bring in Max Kasper, Facilities Director. All depends on if the capital improvement money request, which increased from \$800K to \$1.5 million will

be approved. Neal suggested Jonathan design a 'renovation plan document' to be used as a handout for March 2024 meetings with the different stake holders. A special town meeting will be held during May 2024.

5. New Business

- a. Makerspace Update: The grant monies are in. Next step is to purchase & install new flooring. Now evaluating different price points for cost effectiveness and strong durability. Jonathan is investigating what other Maker Space rooms are using and is planning on beginning site visits to aid in his decision making.

Miscellany & Adjournment: Neal believes the Select Board will approve his request to increase the Board of Library Trustees from 3 to 5 persons. Jonathan spoke to Massachusetts Library Board staff member, Lindsay Forbes, regarding the State's regulations for the numbers of trustees. He came away understanding the board would have to expand from 3 to 6. Jonathan will investigate if Max Kasper, Facilities Direction can come to the November 13, 2024, Meeting. If so, this will be a renovation meeting, otherwise it will be a regular meeting.

Adjournment: 6:44PM

Next meeting scheduled for Monday, November 13, 2023
December 11, 2023