



SWAMPSCOTT
— PUBLIC LIBRARY —

BOARD OF LIBRARY TRUSTEES

MINUTES

September 11, 2019

Attending: Ellen Winkler, Tript Sembhi,,John Tripp, Susan Conner, Alyce Deveau,

The Trustees approved the minutes from the previous trustees meeting.

Ellen Winkler went over the necessary changes to the RFQ with the other trustees and she promised to finish it up and send it on to Ron Mendes this week.

Alyce discussed the fact that we needed two more quotes in order to have the carpet installed in the meeting room. Max Kasper told her that he would help getting the quotes and get back to her.

Alyce mentioned that the rest of the carpeting in the building needed to be cleaned. She said that she would reach out to Max to set up some schedule for the cleaning.

Alyce will have a painting contractor come in to give a price on painting the meeting room.

Alyce told the trustees about the donation of two Seasonal Affective Disorder lights. These lights were donated by Deb Newman, one for use in the building and one which can be borrowed.

Alyce discussed the need for two new hires here at the library. We are down two library aides and so she will be posting these positions.

Alyce discussed the idea of using the monitor in the lobby for birthday postings or messages. She did present a policy which the trustees approved to insure that only the correct messages will be allowed to be posted.

Alyce told them that the library had adopted an auto-renewal policy now. Whenever a book is overdue, the system automatically renews the book for the patrons.

Alyce and Susan are preparing the state aid report. It will be completed by Friday September 13. Ellen will stop in and sign it over the weekend.

Upcoming programs at the library were discussed.

The next meeting was scheduled for Wednesday October 9th at 7pm.

Respectfully submitted,

Alyce Deveau