



Received by Town Clerk
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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 – NOVEMBER 13, 2023

1. Call to Order: Meeting called to order: 5:31PM
2. Approval of October 16, 2023 Minutes: Motion to approve minutes approved
3. Director's Report: The library had a successful October. There were several author and craft nights. Author, Helen Elaine Lee, wrote "Pomegranate: A Novel," (wh/won a national book award). Both library staff & The Friends reached out to her directly. Ms. Lee's book is about the Prison system, based on the author's real-life volunteer experiences in the prison system. Over 70 people attended, 30+ more than had originally registered. Unfortunately, Tad's event had only 4 people, given it was 6PM rather than 7PM. James Hankins, the mystery writer also had only a few folks due to having the event at 6PM. Thriller author, Sarah Langdon's October 26th event had to be cancelled. Due to mis-communication the library wasn't alerted to the fact she lives in CA. Therefore she thought it would be a virtual event. Her new book is coming out in February, 2024. Ms. Langdon will do in-person talk then for a discounted rate. Though Craft nights were originally scheduled for October only, they will start up again at the end of November, offering a stained glass class. Jonathan will continue doing the much liked Winter Wreaths for December. A performance of the 'Christmas Carol,' Delvina Theatre Group will take place on December 18, 2023, as well as a 'History At Play,' a Victorian Gossip Girl. Trivia nights too. Tript mentioned it would be beneficial for a more robust communication channel between the Trustees and The Friends. Debbie suggested possibly meeting with them once a quarter.
4. Director's Activities:

- a. Department and Staffing News: Hired a replacement for the library aide position: Sobha Sunil. Has worked 12 hours and she's fantastic. The Teen Pages are working out nicely too. They're helping with the *weeding* project and are bringing in other teens to help. Additionally, the Library subs are also working out really well. Especially being able to cover for staff out sick with covid, etc. Everyone delighted with the extended hours, especially the late Friday hours. State Aid Award: \$19,000 initially. A second, also at \$19,000 for a total of \$38,000. The library met all their benchmarks, as stated within the report from NOBEL (Library consortium). A refund of approx. \$4,000 was received. As well as using it towards fees, etc., Jonathan would like is also considering using the funds towards computers purchased through NOBLE. Still waiting for contractors to get on back to Jonathan for the Maker's Space, for which the library is in possession of Grant money. Plans are for a wall to come down, drop ceiling and new lighting. Part of the renovation will also deal with the hallway. Considering laying LBT flooring in a neutral tone with the ability to build pathways providing a visual cue: this way to teen room. At the beginning of the process having received a quote to include the staff room, the hallway and the stairway. (finally, to remove the ugly pink tile. MassCore (Massachusetts board of corrections) is contracted to design and build new custom children's' and teen desks and a parenting pod for the children's room. Any remaining funds could be applied towards a '*hot air balloon*' as a feature for the children's room. The Town has provided \$40,000.
 - b. Projects and Grants: Website is moving along. Submitted mock-up to Juice Box. Unfortunately, only Jonathan and Susan Connor, Asst Library Director & Head of Technology) are the only people working on it. Finding time is hard. Still holding to the January 2024 date as launch the website.
 - c. Other News and Updates
2. Old Business:

3. Renovation Discussion: Max Kasper, Facilities Dept joined the meeting. Request to ask Ray Guertin/Architect for: Plans for the actual ramp; what it will actually look like and 2) What would the actual porch look like. With these changes and the front of the building, requesting it all to be priced out. Monies from the Town are allocated to have the changes made as well as for a line-item cost/estimate/price/proposal quote/design schematics, and construction documents to be completed by the architect. Max highlighted the architect's cost estimate might not necessarily match a contractor's estimate. Max believes the next step is get the deliverables from Ray. The project is at a point to check in with Town Administration: Sean in particular, not to seek any approvals or permit approvals, but to bring him up to date on the work already done and that which is proposed: ie: This is the project, this is where it is, here are the next steps. Max said funding wise we're able to the pull trigger for construction documents to be paid for by the Town. (Think of it as an add-on to original work). Max suspects a *cost estimate* to run us a couple of thousand dollars. If it's more, we can use a "cost-estimate" firm which the Town used for the school. Must be aware any work over \$30,000; and the project is over \$300,000; there is a required design solicitation, which means opening up bidding to other firms. This is not a low-bid situation. For instance, Ray Guertin can also bid. Neal DeChillo spoke to benefits of meeting with other stake holders early in the process: Historic Commission, Historic District Commission, Capitol Improvements, Planning Board, & FinCom & Commission on Disability. Jonathan suggested adding the Senior Center as a stake holder as well. Tript suggested we invite the heads of all the committees to do a presentation. Neal and Jonathan offered their preference to attend their committee individual meetings. Max suggested it would be specifically helpful to chat with the Historic commission directly. While there isn't a 'low-bid' requirement on the design, there is a low-bid in effect for the construction. We were advised by Max we must have all the financial data from Ray before contacting other town committees. Monies were allocated last year for the front entrance and are plugged into the Capitol plan for the rest. Admittedly the scope is a little different than originally planned. Max expressed enthusiasm for the 'new scope.' As he said,

“Yes, it’s more work and more money, but the Town is really getting a lot for the benefit of the town and all the users.” Max didn’t hesitate to compliment how it’s all coming into focus. Ray will have the proposal by the end of the week.

4. Project and Grant Updates Ray will have the proposal by the end of the week.
5. Miscellany & Adjournment: Jonathan on vacation next week (Arkansas). The 15th thru the 26th of December Jonathan will be taking another vacation.
6. Meeting adjourned: 6:52PM\

Next Meeting December 11, 2023.

January, 2024 meeting to take place on Monday, January 8, 2024.