



BOARD OF LIBRARY TRUSTEES
NEAL DECHILLO, CHAIR
TRIPT SEMBHI, VICE CHAIR
DEBBIE FRIEDLANDER, SECRETARY

**Meeting
Minutes
August 21, 2023**

Present were Trustees, Neal DeChillo, Debbie Friedlander; Jonathan Nicols, Swampscott Library Director, , Caroline Margolis, Head of Circulation and Adult Services and Ray Gruertin, Architect

1 Call to Order: 5:28PM

2 – Approval of August 7, 2023 minutes

3 – Director's Report

ARIS report submitted. Jonathan working on the financial report due October, 2023. Waiting on the town for financial

a. Director's Activities

b. Department and Staffing News

Completed the part-time Saturday position interviews (5 candidates). All very good candidates. Waiting to extend official offers. Want to extend a permanent position to one of the 12 hour position.

c. Other News and Updates

4. New Business

a. Trustees Vote on Holidays:

Veterans Day: Falls on a Saturday, 11/11/2023 Jonathan requests the library be closed the day before: 11/10/2023 – an additional day, not one of the floating day. Friday is the official Federal holiday. Note: Town Hall also closed Fridays.

Thanksgiving: Falls on Thursday, 11/23/2023. Jonathan recommends the library be closed on Friday, 11/24/2023.

Christmas: Falls on a Monday, December 25, 2023. Library is already closed on Sunday, December 27, 2023. Jonathan requests to have Tuesday, December 26, 2023 off.

New Years Day: Falls on a Monday, 1/1/2024. Jonathan requests the library be closed on Tuesday, 1/2/2023.

Library Trustees approved these dates.

b. Presentation by Ray Gruertin, Architect

Presented new exterior elevation drawings.

Prior meeting agreement to move forward with Option B – Maintain access straight through building. Repurpose the three window openings. Should a future plan include an automated book return, of one of the windows could be repurposed yet.

Rear of building: Incorporate a small deck/porch in the back of the building. Chairlift installed. Redo existing walkway. Install new ramp from the main floor level to the Thompson Room. New ADA compliant front entrance built. Patio: Would include a flexible multi-level space, while keeping the existing ramp. Install a new ramp from lower patio area up to the upper patio area & widen staircase. Ray suggested possibly relocating the monument sign for an improved vision line. Install a few soundproof, Bluetooth flexible pods which can be used as single use study enclosures. Jonathan has sourced excellent secondhand options, which save over 50% from retail. Ray believes it best to open up the front of the building. Installing an aluminum and glass front would produce a more contemporary look and feel. Of course the design would incorporate a combination of historic elements with modern ones to produce a beautiful new exterior. (As an example consider the new aluminum storefront windows. In New England forest green is a terrific complimentary color to historic buildings. Ray is a strong proponent of the “Golden Section” design theory/proportions, which can go a long way to provide a contemporary feel with lovely proportions. The design incorporates the historic element of a balustrade, which had been on the building originally. This would provide a nice slender horizontal shape. Maintain the trim and moldings. Another nod to the past Ray advocates the historic element by adding a rod iron fence running across the patio.

Group feedback on Back entrance. Keep it simple, wood frame on concrete footings. The drawings presented were found to be a bit utilitarian looking.

Next steps: Ray will email drawings to Jonathan who will sit down Max, the head of DPW/Building Manager. Neal asked if he Jonathan should get Sean on board. Jonathan felt best to initially get Max on board – all on the same page.

5. Miscellany:

Set up of next three meetings: Voted on:

September 5, 2023 at 5:30PM

September 18, 2023 at 5:30PM

October 16, 2023 at 5:30PM

6. Adjournment: 6:25PM