



Received by Town Clerk

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BOARD OF LIBRARY TRUSTEES

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

August 28, 2023

MINUTES - September 5, 2023

1. Call to Order: 5:28PM
2. Approval of Minutes: by the board
3. Director's Report:
 - a. Director's Activities:
 - i. SWAMPSCOTT ROTARY CLUB: Jonathan has become more active with the Swampscott Rotary Club and is now the Library Member. The Club to working towards coordinating a Food Pantry Walk.
 - ii. PAYMENT/ELECTRICIAN: Payment was made from Trustees account.
 - b. Department and Staffing News:

Will start interviewing for the Teen Page position. Saturday positions are filled.

New Saturday hires will be beginning this Saturday, September 9, 2023.

Donna Bagarella, Library Aid, resigned as of August 31, 2023. Ann Neecham has officially retired. She only worked the Tuesday evening shift. Jonathan will cover her shift until further notice.

Jonathan offered the 12-hour permanent position to the Saturday folks. None were interested.

New Library Hours start this Saturday, September 9th. 9AM – 3PM - Saturdays; 9AM – 5PM – Fridays
 - c. Other News and Updates:
4. Old Business
 - a. Website Redesign Update:

Jonathan has signed off on all the proofs for the site. He has requested additional mockups to view how the site will look on different devices. The website was thoroughly custom designed specific to the needs for the Swampscott Library. The Landing Pages can be customized with different borders. Jonathan will

act as the administrator for the site. Updates will be done by library staff and himself. Additionally, Jonathan and staff will do all the migration saving the library \$4 per page for the design company to do it. Jonathan walked us through the site which was built using WordPress. Kudos go out to all the stakeholders in Town who provided terrific feedback throughout the design/build process.

b. New Services and Technologies Updates:

Roku's are still on hold due to 1) the Town's credit card getting 'hijacked' and 2) Hulu has changed their policy to the same as Netflix – Libraries can no longer be able to share logins. Jonathan has a meeting with the hoopla representative tomorrow, Wednesday, September 6, 2023. After this meeting hoopla will be live and can be added to the Roku.

The two Self Check-Outs are also now live. Everything is working "beautifully." Still in a soft launch phrase, this service hasn't as yet been announced to the public. Nevertheless, folks are happily finding them, expressing true excitement as have the staff. Still, they're being offered as an option, there isn't a requirement to use them.

c. Grants and Strategic Planning Updates:

d. Mission/Vision Statements: The Strategic Planning Committee came up with a revised version of the Library's new Mission, Vision and Value Statements. The Library Trustees voted to accept the changes as amended.

- i. Town Proclamation/MASS Historical Grant: S.U.R.E. Diversity has partnered with Swampscott Library as the non-profit sponsor in apply for a Mass Historical Grant with a value up to \$20,000 for "WE ARE OUR STORIES", the telling of Oral Histories for Swampscott residents. The Library will be the repository of them. Will hear whether the grant is awarded on September 19, 2023. If awarded, S.U.R.E. will petition the Town for a Town Wide Proclamation: *Everyone tell our stories.*

e. Renovation and Teen Room Discussion and Updates:

The electrical work was completed two weeks ago. The computers are being installed this week. The neon sign THE FATHOMS was installed today, Monday, September 5. Spraying the sides of the book stacks bronze. Other décors accoutrements to be spray painted as well. Decorations need to go up as well.

Opening/Dedication of the Space is scheduled for 10AM, September 23, 2023. Sandy Moltz's family members are to be invited.

Next Steps for Library Interior Spaces: Future renovation projects for consideration: Th Library Staff Room.

Addressing DVD issue: 1) Borrowing numbers are down and 2) they take up a lot of space.

Maker's Space: Starting in October. Waiting to hear back from the Cultural Council RVP regarding a \$10,000 grant which is designated to be spent on a mural.

5. New Business

- a. Capital Improvement Plan – Meeting to be scheduled to discuss Capital Improvements: On the docket are New interior floors/new rugs and the Front Entrance. Must deal with the mold and roof. These improvements are especially noteworthy as Neal highlighted the Library is the most visited building in Swampscott.
- b. Current Capital Improvement Monies Update: The Library has an allocated \$100,000 for the front entrance plans. Discussion ensued regarding the obtainment of federal construction grants which are then handed out by the State. Due to the Library's parking limitations, they aren't, at present, a credible candidate for grants. Perhaps this is something to discuss with our Federal and State representatives. As Neal aptly said, "society is looking to be more pedestrian friendly and less reliant on cars." As luck would have it, the 441 bus stops a block away from the library.
 - i.

6. Miscellany & Adjournment

- a. Neal spoke to Diane Marchese, Executive Assistant to the Town Administrator regarding changing the charter to allow an increase in the number of Library Trustees from 3 people to 5 people. The proposal has been submitted to the Select Board for consideration.

Adjournment: 6:47PM