



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, Tript Sembhi, Debbie Friedlander, Jonathan Nichols

MINUTES – September 18, 2023

1. Call to Order: 5:26PM
2. Approval of Minutes: Minutes approved.
3. Director's Report:
 - a. Director's Activities: Jonathan preparing for Teen Room dedication this Saturday, September 23rd. Finalized all October events Jonathan is running:

Author talk series: Thriller Thursdays; Adult Craft Nights: Macabre Makes (making terrifying talismans, etc.); Running Escape Room now called Magical Madness (using the entire 3rd floor) making it more family friendly. Magical Madness: escape from the Witches (or Wizards) Lair.
 - b. Department and Staffing News: The two new p/t Saturday employees worked their first Saturday on September 9th. They came back this past Friday, September 15th too, as they're allowed a few call hours. Jonathan will reevaluate if both are required. The Library's busiest days are Fridays and Saturdays. People have adapted to the longer hours. Have extended two different offers to teens for the Page Position(s).
 - c. Other News and Updates: It's official: The President of the Friends of the Swampscott Public Library, Gail Brock, will be stepping down the end of September, during which time an interim president will preside. Their plan is to look outside of the organization to find a qualified candidate to take on the role versus promoting from within.
4. Old Business:

- a. Website Redesign Update: Carl, from Juice Box, the web design company, is actively in development of the website. Once the templates are completed, Juice Box is contracted to build 20 site pages. The remaining 20(+) pages will be the responsibility of Jonathan and staff to input manually.
- b. Capital Improvements: Jonathan had a meeting with Patrick Luddy, Swampscott Treasurer/Collector and Swampscott Town Accountant, Amy Sarro. Together they reviewed the Library's capital improvement plan. Jonathan suggested increasing the line item for library flooring which will require the need to rent space to hold the contents of library while a new floor is installed. They landed at budgeting at least \$200,000. It is the responsibility of Patrick Luddy to make recommendations to the Capitol Improvement Committee to obtain these increases. An additional recommendation was for an increase to the overall budget for the proposed renovation, upping the initial \$800,000 \$1.5 million. The masonry work alone will probably cost upwards of \$300,000 at a minimum. Further the sewage work will also be quite costly. With material costs have risen significantly since the original numbers were proposed, the new requests are thought to be reasonable and sound.
- c. New Services and Technologies Updates: While the Library is budgeted for new flooring, Jonathan has requested an additional \$150,000 be added to the 2025 budget to be used to have the entire interior of the building painted along with addressing the ceiling tiles issue.

The Children's Room floor needs to be addressed straight away. Jonathan plans on using the \$40,000 which must be spent by the end of the fiscal year, June, 2024 to install a new floor.

Service improvements. On boarded for Hoopla. Jonathan will be training staff next week.
- d. Grants and Strategic Planning Updates: Grant paperwork for Creative Communities for \$30,000 towards creation of Maker's Space has been completed.

- i. Vote needed on strategic plan: approved – due for submission on October 1, 2023
 - e. Renovation Discussion
5. New Business
- a. Review of Financial Reporting - Neal DeChillo, Chair, signed the financial report which will ensure forthcoming state aid as the library has met all state requirements. The Financial Report was officially submitted last Wednesday, September 13, 2023.
 - b. Teen Room Opening/Dedication Event: Begins at 10:30AM, Saturday, September 23, 2023. The program is designed and will be printed to hand out. New dedication plaque to Sandra (Sandy) Moltz is gorgeous. We serve light refreshments. One of our State Representatives should be present to hand out a citation. Sean Fitzgerald, Swampscott Town Administrator will also be present. Jonathan will make opening remarks. Susan O'Connor will speak to Sandy herself.
6. Miscellany & Adjournment: Discussion of architectural plans. Tript addressed the additional costs with having to have an annual maintenance contract associated with installing a wheelchair lift. Tript posed whether a ramp should be considered instead as well as the need to interface with the Disability Commission with respect to the design.
7. Adjournment: 6:30PM
8. Next meeting scheduled for October 16, 2023.
9. November Meeting scheduled for November 13, 2023 meeting.