

**Meeting  
Minutes  
June 20, 2023**

Present were Trustees, Neal DeChillo; Debbie Friedlander; Director Jonathan Nichols

- 1 - Meeting Call to Order: 5:33PM
- 2 – Approval of May 30, 2023 Minutes.
- 3 – Directors Report:

Department & Staffing News:

As of Thursday, June 22, 2023, Jonathan will have completed staff performance reviews. Jonathan met with HR Director, Pete Kane to discuss his thoughts on the new “heat map” format for staff performance reviews. Given many of the questions for evaluations aren’t pertinent to library staff, Jonathan offered to design one relevant to their unique job functions, something he’s done previously for the Haverhill Library. This would make the evaluation process more beneficial.

Jonathan met with Town Admin. Sean Fitzgerald for his own review last week. His completed goals are reflected for the six-month period of July 1, 2022 – December 31, 2022.

Sean gave positive feedback on Jonathan’s desire to hold a multi-cultural event. He added he would like to see Jonathan do more outreach, e.g., attend more town functions, more community outreach.

Other News & Updates

Susan Connor represented the Swampscott Public Library at Ron’s retirement party. Ron is their NOBLE NETWORK Representative.

4 – Old Business

- a) Website Redesign Update: Library Website Committee: The Homepage is in the process of being built. While he hasn’t gotten official notice of other pages being built, they are. What he’s seen thus far is wonderfully exciting.
- b) New Services and Technologies Update: ROKU is now live though some issues remain. Not all have all options. The Library may no longer be able to offer Netflix given the platform is working towards each person having their own Netflix account. They are still experiencing the “fraud” issue with credit cards.
- c) The library now has two (2) “self-checkout machines, though technical issues remain with the receipt machines and are thus not yet publicly available. The Bluetooth printer, a sophisticated piece of equipment, requires an initial hardwire install to communicate with the Library’s network. Waiting on the electrician to complete the work. They got a great discount due to the Library being a Noble Network customer. The test-pilot launch date is planned for July 1<sup>st</sup>.

The “Bespoke Book Box” has over 100 people signed up for the 2-month subscription, with Jonathan only able to execute/design 10 bespoke boxes per month. Given this backlog he had to stop promoting it and has turned off the registration. Given the waiting list, should a person wish to sign up again after the completion of their 2-month subscription, they’re placed at the end of the list. His goal is to up production to 20-30 per month by requesting help from members of his staff.

d) Sarah Giardina did not get her Graphic Novel grant.

The Maker Space grant approval is still up in the air. There had been a glitch in the grant approval system. They could know as early as mid-July or at the official notification time of mid-August 2023.

Still waiting on the Mass Historical Grant. The process is being led by Nancy Lusignan Schultz, Historical Commission Chair and Ralph Edwards, Charter Member, S.U.R.E. Diversity. The Library is the non-profit sponsor.

e) Strategic Planning: Survey: There were 165 survey submissions. Jonathan’s goal was 200. He’s presently compiling the data to be used towards shaping the strategic plan for the Library’s next 5 years. The survey results must be filed with MBLC to apply for future grants. Jonathan’s plans on forming a Strategic Planning Committee to analyze the data, wanting one trustee and a member of the Friends of the Library on the committee he asked Neal for a recommendation for a dedicated patron as well.

f) Renovation and Teen Room Updates: THE FATHOMS: According to the electrician, the Teen Room electrical work has been completed, by which the wires have been pulled and the sub-panel has been installed. All still needs to be connected to the main. The chandelier has been hung. Painting started Wednesday, June 21<sup>st</sup>. Once done, furniture goes in and curtains hung. A name was chosen with the teens’ input “THE FATHOMS” Jonathan is working on getting a neon sign. Still waiting on Martha, IT Specialist from Noble Network for a quote to get the network up and running. The Friends of the Library are donating a plaque which will be unveiling at the launch for Sandy as she was much beloved by the teens.

g) Want the room to be 100% complete before unveiling at a mid-July launch date – dependent upon the Noble Network is up and running. *“You only get one first impression.”*

## 5 – New Business

a) Staff Workflows and Updates: Working on moving some staff around to different positions to obtain better coverage for the library’s departments and activities.

6 – Miscellany: Jonathan provided Neal the paperwork from the Swampscott Public Library Trust set up by Merrill Lynch in the 1990's possibly after the 1996 renovation to review. Neal will be in touch with Merrill to add new Library Trustee, Debbie Friedlander's name to the account. Additionally, Neal will investigate a Bank of America account after concluding the Merrill Lynch review. When the new proposed renovation is approved, Jonathan suggests it best to set up a non-profit foundation which will guarantee an entity dedicated towards the renovation and only the renovation. All donated monies deposited into the Foundation will be secured towards the work in which they were donated. Jonathan suggests donors no longer bestow furniture as it doesn't last the test of time, but plaques do and they're highly visible. Or for instance inscribed bricks in a walkway  
The employee grievance was settled.

7 – Adjournment: Meeting adjourned at 6:50PM