



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

**Meeting  
Minutes  
August 7, 2023**

Present were Trustees, Neal DeChillo; Debbie Friedlander; Swampscott Library Director Jonathan Nichols; Caroline Margolis, Head of Circulation & Adult Services; Michele Audet, Strategic Planning Committee Member; Katie Phelan, Vice Chair-Select Board.

1 – Meeting Call To Order: 5:31PM

2 – Approval of June 20, 2023 minutes.

3 – Director's Report

- a) Director's Activities: Very busy since last trustee meeting
- b) Department & Staffing News: Posted 4 job openings: (2) 4hr a week for teens (pages): reshelving in new teen room. Initially begin with 4-hrs per person providing the library with 8 hours per week. Candidate minimum age: 16 years.  
(2) Saturday Library Assistant: will provide additional coverage for Saturdays. Each assistant will work 6 hours. New hires allow for the library to open safely and provide staff coverage as needed. Position requires customer service experience. BS preferred. \$18/hr.  
All 4 positions will be funded from "state-aid," not Town money.
- c) Other News & Updates: Library hours changing on September 9<sup>th</sup>: Library will be open from 9AM-3PM on Saturdays. Previously closed at 1:30PM. Fridays the Library will stay open to 5PM. Previously closed at 1PM. Hour changes are due to State requirements. Further residents requested longer hours on these days, library staff will assess library usage after 3 months.

4 - Old Business:

- a) Website Redesign Update: As of this meeting, Jonathan is waiting to hear back from the website designer, Juice Box. They're building the web pages. There is a migration charge per/page.
- b) New Services & Technologies: Susan Connor, Assistant Director and Head of Technology. Library adding a new online streaming service/platform: *hoopla*, puts 'your public library at your fingertips. Anytime, Everywhere!' Stream books, magazines, binge passes (book series) Waiting for *hoopla's*

invoice. \$5,000 for a Town our size. Given the charge per circulation, the Library can control how many 'circs' per user per month. Will start at 7 per month. Present service, *Libby*, charges per individual license. *Libby* akin to having a physical shelf of books while *Hoopla* is simultaneous access. Neal queried why update to *hoopla*: Long wait times for books. Cost of purchasing multiple copies of books is high. Budgeted \$15K for this fiscal year, along with some state aid to supplement. Jonathan will assess user *hoopla* usage every month.

Results from the Survey: People want content without coming into the library. Jennifer – cataloguer/reference librarian: CD collection: not much use. Takes up a lot of space.

Self Check Out Machines: are set up. Staff working on how to run data cord in a non-obtrusive fashion. Goal: Complete by the end of the month.

c) Grants and Strategic Planning Updates: Awarded Maker Space Grant.

Electrical work being done now. Going to call the Maker Space:

*The Tank*. Strategic Planning Updates; Strategic Planning Committee Members: Michelle Audet, Caroline Margolis and Pastor Ian (Holland)

- : Jonathan also reached out to Michael Sweeney, Director for Lynn/Swampscott Veterans Services to join as well. Strategic Planning Committee will be meeting next week.

Strategic Plan due in October, will be completed in September.

d) Renovation and Teen Room Updates: Delay in Teen Room opening.

Collection installed. Waiting on electrical installation of data lines, without which no computers. Have contracted a designer from *fiverr* for new logo for "*THE FATHOMS*." Charge: \$30. Plan: Teen Room open before school begins.

5 - New Business:

a) Various Policy Discussions and Possible Votes

Reasons for all the new policies: How does the library handle if damage occurs to an item worth over \$200.00? Keyboard(s), virtual reality, meta; detector, etc.

Lending Agreement: User understands signing out an expensive specialty item, identified as costing \$200 plus, if they break it, they'll be charged a full replacement fee.

Motion passed to adopt the Library of Things Guidelines.

Damaged/Missing Parts Policy: there wasn't an official policy for when items were returned damaged or incomplete. Motion Passed to adopt the Damaged Items Policy and Incomplete Item Policy as written.

Teen Room Policy approved previously.

Makers Space Policy: Requires legal counsel review due to liabilities.

Jonathan wants an RFID card-reader to control access to the space and to institute a safety training for all using the space independently. The Makers Space Policies and Procedures motion as amended adopted.

b) Strategic Plan Components Discussion and Possible Voting

- i. Mission and Vision Statements: Library Trustees reviewed and offered

no changes or edits. Jonathan will ask The Strategic Planning Committee for feedback.

ii. Core Values, etc:

6. Miscellany:

ARIS Report due August 18, 2023 is completed. Neal will review.

Lisa Julien-Hayes, Head of Children's Services will visit schools to talk about all the new happenings at The Library.

Town Charter – Neal DeChillo posited whether to increase the number of Library Trustees. Most boards are comprised of a min of 7 members. Perhaps 5 best? Katie Phelan advised Neal should the decision be made to move forward he should speak to Diane Marchese, Executive Assistant to the Town Administrator/Select Board for assistance on this issue.

7. Adjournment at 7:11PM