



Received by Town Clerk
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BOARD OF LIBRARY TRUSTEES

Neal DeChillo – Chair, Tript Sembhi – Vice Chair, Debbie Friedlander – Secretary
Attendees: Neal DeChillo, Tript Sembhi, Debbie Friedlander and Jonathan

MINUTES - January 8, 2023

1. Call to Order: 5:29PM Meeting called to order
2. Approval of Minutes: November 13, 2024 Minutes Approved
3. Director's Report
 - a. Director's Activities: Library staff Holiday Party was paid for by the Friends of the Library. Jonathan now in process of touring other Maker's Spaces. He had sent out letters to other libraries requesting to tour their Maker's Spaces. Further one of his 2024 goals is to engage in more outreach with local libraries. One of which will Nahant's library as they are about to join the NOBEL network. To date he's visited The Marblehead Library's Maker's Space which isn't completed either. These visits are ensure he has enough information to ascertain monies spent are appropriately.

*Internally one of the goals for all the programmers is to be two months ahead scheduled.

To cut down on paper waste the library will print double sided two-month calendars.

Friends of the Library will not be mailing out newsletters any more due to the high cost upwards of \$8-10,000K annually. A few will be printed to keep in-house. Additionally, copies will be printed as needed. Of course, the calendars will continue to be emailed. * *

* Beverly Shank, a former librarian is the new interim President of the Friends. She had been a member of the Friends for some time. It should be noted Jonathan does update the Friends as to Trustee Meetings.

*Though Peter Kane is transitioning out of his role as HR Director for the Town, Jonathan will be beginning the employee self-evaluations. He will evaluate, meet with employees and set goals.

*Jonathan met with and explained the proposed Library renovation project with the Capitol Improvement Committee. He discussed plans for new flooring and painting. After offering to share the plans, the committee responded they didn't need them. However, they did ask if Jonathan had to pick one project: painting or flooring, which would he conclude to be his top choice. Jonathan addressed the structural issues must take priority. These include: the sewer system, the foundation, etc. Max Kasper, Facilities Dept, endorsed Jonathan's renovations plans as required needs of the library. During this discussion Jonathan went into deep detail. They asked about the plan to obtain an electric vehicle for outreach. Jonathan explained the ongoing difficulty of moving books from location to location. The funds for this purchase were originally under ARPA funds. If this is not approved, it would be best to ask for town monies. Jonathan continued by walking the Capitol Improvement Committee through the design(s) though, again, they didn't ask for any design specs. \$7 million is on the appropriation docket for 2030.

*Town Administrator, Sean Fitzgerald asked Jonathan to have a meeting about the Hawthorne property as Sean has had a design made up with possibly a new Library building on it.(?) Regardless of any new proposed Hawthorne projects, which are much in the future, the library still needs to have renovations done to maintain the integrity of the building. In Keeping his focus on the Hawthorne site, Sean did request Jonathan produce a "wish list" if he could get a new library. During this meeting Jonathan

reminded Sean of the \$30K grant for a new Maker's Space which the library has moved forward on.

*The Budget: Jonathan does have concerns about the 2024 budget, hoping at least to meet the MAR, the bare bones number to qualify for state aid. This fiscal year's big ask/must have is for another 35-hour position in children's. Jonathan will be presenting data highlighting how many kids from Marblehead and Lynn are coming to the Swampscott Library for story hour(s). The simple reason is Lisa, the best there is. Her reputation is far and wide. Additionally, there is increased number of enrolled school children here in Swampscott. Lisa truly needs another hand to help her, as she's increasingly becoming seriously overworked. Finally, Cerq data (books being checked out) has shown a great number increasing in children's. Jonathan also requires another hire in reference and another in admin just to be cataloguer. It should be noted The Swampscott Library has half the staff of Lynnfield, a comparable sized town.

b. Department and Staffing News: See above. Re: staffing and budget:

c - Other News and Updates: Jonathan presented a Merrill Lynch letter dated December 13, 2024 indicating changes in the fee structure. Tript and Neal have reviewed. No action required. Tript highlighted the Library Trustees have a Gmail account:

Swampscott.trustee@gmail.com Jonathan would like to include this Gmail address on the new website. Jonathan offered to check on the account on a regular basis, attending to any inquiries. Tript will refer the accountant information to Neal and I before sending.

4. New Business:

a. FY25 Budget (see above)

5. Old Business:

- a. Renovation Discussion: No new news. Met with Capitol Improvement: See above. Neal suggested the trustees draft a letter to Sean Fitzgerald, Town Admin, Max Kasper, Facilities Dept and Kate Phelan our Select Board liaison regarding a slow-down in our process. To this end Neal will draft a letter for the Trustee to approve. Jonathan's presentation will be included.
 - b. Project and Grant Updates: Continuing to work with Mass Core contracted to build new desks, though often finding his contact unavailable for updates on a completion date. The website launch is still on the month of January 2024. At present deciding which pages will make the jump to the new site. Still waiting to hear back from the painters on the Maker's Space. The project will include painting the hallway as well.
6. Miscellany & Adjournment: Meeting is adjourned at 6:45PM

Next meetings:

February 5, 2025

March 4, 2025

April 1, 2025