



Received by Town Clerk

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BOARD OF LIBRARY TRUSTEES

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

Trustees Posting

The Trustees of the Swampscott Public Library held a meeting on Monday, April 1, 2024 at 5:30PM. The meeting was held in the Director's office of the Library, 61 Burrill St, Swampscott, MA.

In attendance: Neal DeChillo, Tript Sembhi, Debbie Friedlander and Jonathan Nichols.

MINUTES - April 1, 2024

1. Call to Order: Meeting called to order: 5:30PM
2. Approval of Minutes: Approved minutes of March 4, 2024: 5:31PM
3. Director's Report: While taking down the cabinets in the Children's Room, the last piece of demo before the flooring is installed, the wall underneath was obviously exposed. It was there a most unfortunate discovering of mold was made. Having been hidden by the cabinets, water coming in and running down the wall during heavy rainstorms had been notably obscured. Since the discovery an expert has surveyed the damage. Removal of the mold requires a mandated expert as well requiring mandated inspections. The library is awaiting the quote for the remediation work. Though Jonathan has obtained a \$2200.00 quote from a contractor to replace just the wall. Steps have been taken to keep staff away from this specific area, with no entry allowed. The Children's Room remains open. The library will be closing April 8th through April, 12th; the entire week for renovation. While closed there will be 5 days of training in the library. Jonathan is finishing up the Agenda for the trainings. Further it will provide Jonathan with at least three days to fully execute website pages. Working with other staff members should ensure an expedited completion of this much needed work. Part of the staff training will touch on the different technologies to be used in the Maker's Space.
 - a. Director's Activities: Jonathan attended the Anime Boston 2024 Convention on March 26, 2024. It is the Northeast's largest Anime Convention and the third largest in the nation. He was given a free pass valued at \$300 and was able to attend library specific conferences. NOBLE: Jonathan is now sitting on two additional Noble (*The North of Boston Library Exchange*) committees besides his position on the Executive board. He is now a member of both the Strategic Planning and Procurement Committees.

- b. Department and Staffing News: The Library celebrated three anniversaries: Jeannie Runyan, the nighttime librarian; Iryna Smyrnova, World Languages Librarian; and Bernadette Benman, Reference Librarian and Adult Programmer. Festivities included pizza and salad for the staff. Jonathan ran two of the Maker's Space classes for adults: crochet and wreath making. The wreath class has turned out to be the most popular with patrons asking for a monthly class, though Jonathan prefers to offer this particular class quarterly. To offset costs, Neal inquired if charging participants for the cost of supplies would be helpful. Jonathan noted the library isn't sanctioned to charge the public. Jonathan does make it point to inform participants the class is funded by The Friends; hopefully this encourages donations directly to The Friends. At present approx. \$3,000.00 is set aside from the Maker's Space grant for supplies.
- c. Other News and Updates: The elevator is to be inspected during next week's library closure. The State sets the inspection date. The Study Pod/Soundproof Pod has been installed. Jonathan was able to purchase it used, in pristine condition for \$6,500.00, a fraction of the original price of \$45,000. New furniture installed: the new couches and chairs are now installed. (All these items were purchased from Atlantic Liquidators, Lynn, MA with whom Jonathan has a terrific relationship with). He's still on the hunt for spot side tables. While keeping tabs on Atlantic Liquidators, Jonathan will review IKEA as well for side tables. A new table for the Teen Room with built in stools has been purchased, which helps save space. (Jonathan obtained this for free from Atlantic Liquidators).

Patrons have requested coffee in the community space. The Trustees weren't enthusiastic with this idea. They are concerned with who, meaning what staff member(s) would be designated to keep up and clean the area as well as dealing with accidental spills. Should Jonathan wish to move forward it is his intention to ask The Friends to donate the pods and only offer powdered creamer. Nothing refrigerated. He has found a company selling biodegradable pods.

4. Old Business: The Data – Site Analysis

- a. Needed Renovations Discussion: (see above). Still on the docket for Town Meeting approval for repairs: \$800K
- b. FY24/FY25 Budgets: Budget still frozen. There is nothing on the horizon to indicate this will change. It should not affect state aid requirements.

- c. Project and Grant Updates: Maker's Space progressing very fast. One hiccup: the doors for the space were incorrectly drilled by one too many holes. Both doors must be sent back. There shouldn't be any incurred costs. Another hurdle to get the room open: It is of utmost importance is to be able to block off the meeting room from the main technology hub which houses approximately \$30,000K of equipment. To ensure the contents of the technology hub remain safe and secure, the separating door must be able to be pulled down and locked - like a garage door. Jonathan has made inquiries into the cost to have a garage door installed to, again guarantee a thoroughly protected separation between these two areas.
- d. Waiting on lights to be delivered; these will be an upgrade, including in the Children's space. New paint colors for Children's Room: BM 2048-70 Barely Teal with Accent of BM Orange Burst 2015-20 have been chosen.
- e. Friends Fundraiser: The Second Annual Comedy Night at the Swampscott Library will be held this Friday evening, April 5, 2024. Door opens at 6:15PM. Shows starts at 7PM. Tickets are \$35.00 each. Drinks will be provided by an outside vendor by the name of Theresa.

5. New Business

- a. Room/Space Reservation Discussion and Possible Policy Vote: Jonathan wants to update this Policy with language indicating the requirements of use for the new Study Pod. Jonathan proposed reservations for (1) hour blocks with no more than two (1) hour consecutive blocks as a maximum. The first hour would be offered free of charge. Jonathan proposes charging either \$5 or \$10.00 for the 2nd hour dependent upon how much the Town pays for the license to Skedda (discussed below). The Library Staff already monitor meeting rooms as part of the daily responsibilities. Adding the new Study Pod to their list of meeting spaces to oversee would fall under this same purview. We discussed a different fee structure for tutors using the Study Pod, whereby they would be charged \$10.00 per hour with a maximum of no more than 2 consecutive (1) hour intervals. Trustees passed motion to include such language into the Library's Meeting Room Policy. .
- b. Jonathan has spoken to a locksmith to install a lock on the Study Pod.
- c. The Town has notified all departments their desire to use Skedda, a unified reservation system for town residents to reserve public meeting spaces. This would include the new Study Pod. Given the Town is

advocating all departments and Town buildings use this system, Jonathan believes it is the Town's responsibility to pay for all the licenses. Again, the Library's budget is frozen. Initially the Town didn't include the Library when deciding upon the use of Skedda. If the Library has to pay for its own license, the cost will \$2500.00.

- d. Patron Appreciation Day / Earth Day Partnership: April 27th starting at 9AM with the Library's story time. The Town's events begin at 10AM. All of the Library events are inside. Henna; 9 hole mini golf course; bingo, story time and a scavenger hunt to name a few. The Friends are trying to have another book bag sale. Jonathan recommended a *prime day*, with an event titled: "*Give us your books*" to save the environment. No vote was taken.
- e. Maker Space Policy and Fees Discussion and Possible Vote: Fees associated with space. The Trustees previously approved a Policy but, here again Jonathan wishes to include language updates with respect to changes to 3D modeling and laser cutting to include all the machines now installed. Jonathan gathered information by speaking to and reviewing policies of libraries with Maker's Space. For instance, what do they charge for the cost of items produced by the Maker's Space fabricating machines? After a careful review, he suggests 10 cents per gram of the final weight of an individual's product. Usually, an estimate of the final gram weight is provided to the user. There are updated printer costs as well. With the addition of a plotter, Jonathan put forth a cost structure to be calculated by the size of the finished product. Using Staples as his cost model, it is his intention for the library to charge less. A Vacuum Former is now available too. With this tool, the Library can now essentially offer an injection molding ability. Before publication of any new policy Jonathan ensures it will be reviewed by legal counsel. Regarding Maker's Space fees: Any monies generated can only be used to buy supplies for only the Maker's Space, in turn this can be a designated for use in a revolving account allowing any leftover funds to be rolled over from year to year. The Trustees voted to accept new language additions to the Maker's Space policy.
- f. Reservation Software and Room Fees – Possible Vote: (combined D & E above)
- g. Study Room Policy Discussion and Possible Vote (see above)
- h. Fidelity donation update: Jonathan has found out the donation was a one-time donation of \$25.00. The donor thus far is still unknown. Unfortunately, The Library cannot move the money into a trust account.

It can only be transferred into a checking account. As no stand-alone Library checking account exists, Jonathan has requested Fidelity go back to the donor requesting they send a check to the Library directly. This evening was the last meeting for long term esteemed Library Trustee, Tript Sembhi. To celebrate her service to The Library Jonathan brought in lovely little cakes for us to share and toast Tript, again, for her valued tenure, ministration and guidance to The Swampscott Library. THANK YOU TRIPT!!!!!!!

6. Miscellany & Adjournment: Meeting adjourned at 7:02PM

Next Meetings: May 6, 2024 at 5:30PM

June 3, 2025 at 5:30PM