

# **Swampscott Public Library Board of Trustees**

## **Minutes**

**August 28, 2017**

Present: John Karwowski, Ellen Winkler, Susan Conner, Alyce Deveau

Presentation of minutes:- There were no minutes.

Signing of Warrants: There were no warrants to be signed

The trustees were discussing some plans for the 100<sup>th</sup> Birthday party. They decided to let the members of the Centennial Committee decide if the event should be moved into the First Church location.

They discussed the issues that they wanted to address with Gino Cresta, the head of the DPW when they met with him on Wednesday morning. The Trustees and the Centennial Committee are going to have to depend a great deal on the DPW for help. It was decided that John, Ellen and Alyce would attend the meeting with Gino.

Alyce then mentioned that Capital improvements Requests are due much earlier this year. They have to be into the Treasurer's office by Friday, September 15<sup>th</sup>. Sean Fitzgerald the Town Administer, would like the usual 5 year plan and then have us enclose a 30 year projection of the needs of the library. The trustees began to offer suggestions on the 30 year projection. The Trustees decided to change the order of the Capital improvements that Alyce had submitted last year. Ellen felt that it was imperative to include a remodel of the upstairs meeting room as soon as we can. We have been approved for a Capital Improvement funding for a rest room upstairs and a renovation of that room would complete the project. The nest few years would include tehcnology updates, painting of the interior, reflooring the landings and covering the oak stairs, renovate the front entrance(replace doors). Obviously on the long range outlook we would have to include constant upkeep and maintenance issues here at the library. Ellen suggested that we include moving the office to another location, opening up the office area for patrons' use. She felt that we could move the Baldwin Room to another location and capture that are for a catalog room and director's office.

The Trustees agreed to meet on Wednesday morning at 8:30 with Gino Cresta.  
The next Trustees meeting is scheduled for September 19<sup>th</sup>.

Respectfully submitted,



Alyce Deveau