



BOARD OF LIBRARY TRUSTEES

TRIPT SEMBHI, CHAIR JOHN TRIPP, VICE CHAIR ELLEN WINKLER, SECRETARY
JENNIFER INGLIS, INTERIM DIRECTOR

Meeting Minutes 1/11/22

Meeting called to order at 7:00 pm. Present over Zoom were Trustees Ellen Winkler and Tript Sembhi. Jen Inglis and Susan Conner attended from the Library. Also present were Bernard Lynch and Sharon Flaherty from Community Paradigm Associates.

Hiring a Permanent Director

The Trustees met with Bernard Lynch and Sharon Flaherty to discuss the process for hiring a permanent director. The search firm will spend some time learning about Swampscott and talking to stakeholders. The firm will handle the advertising of the position and will go through the candidates with the screening committee. The pool will be narrowed down to a group of people to interview.

There was some discussion about the proper procedure of getting candidates to the Town Administrator. Ellen Winkler will investigate.

IRS liability

The Trustees discussed an outstanding tax liability that resulted from a missed extension deadline. The firm responsible for the missed deadline will be asked to acknowledge their responsibility in writing. There was also discussion about where the overdue notices from the IRS are located. Jen Inglis said she would try to find out.

Director's Report

Updates included a staff member who's out sick for an extended period of time, the launch of the Library pop-up at the Senior Center beginning January 25th, and the concern about access to COVID tests for staff. She also brought up a conversation with Linda Hayes about adding 15 minute parking in front of the Library. The Trustees brought up some points of consideration at Jen will talk to Linda about them.

Next Meeting: Tuesday, January 25, 2022 over Zoom

Meeting was adjourned at 7:59 pm.