



**SWAMPSCOTT**  
— PUBLIC LIBRARY —

**BOARD OF LIBRARY TRUSTEES**

NEAL DECHILLO, CHAIR ELLEN WINKLER, VICE CHAIR TRIPT SEMBHI, SECRETARY  
JONATHAN NICHOLS, DIRECTOR

Minutes

October 18, 2022

Attending: Ellen Winkler, Neal DeChillo and Jonathan Nichols.

The meeting was called to order at 5:55 p.m. in the Swampscott Public Library.

Minutes of the 10-5-2022 meeting were reviewed and approved.

Jonathan Nichols gave his Director's report as follows:

Responsibility for scheduling has been shifted to the Assistant Director.

SwampCon was held on October 15<sup>th</sup> and was successful. Approximately 200 people attended.

Has not heard about next steps for the Capital Improvements Committee regarding request for funding.

Has received revised plans from MassCor for service desks.

A leak in the ceiling in the office was investigated, but no cause was determined. Question as to whether damage would be covered by insurance.

The website went down for a couple of hours due to miscommunication regarding billing.

Pre-processed CDs and DVDs have been received; print material is pending.

Full time position in the Children's Room has been filled. There are 2 internal candidates for Library Aide with children's focus. Offer letter has been sent to fill vacant Reference position. Candidate approved to fill vacant Russian aide position.

Staff training to take place once new employees are onboard.

Under old business:

There are new desks and chairs in the administrative office.

Modular tables have been received for the second floor.

Met with sales representative regarding metal shelving in the Children's Room.

In the process of weeding non-fiction for flip of Teen space to downstairs..

Looking into rental of mobile book carts for pending move.

All approvals have been received for lilac bushes and plaque in memory of Lou Gallo.

The September savings initiative was well received. Achieved both promotion for the library and local business and additional new users.

The Invitation for Bids is completed for the website redesign. Jonathan has requested funding from the Friends. Will form a committee to oversee website redesign.

October events are going well. Coordinating a haunted house for children with David of ReachArts, contingent on an agreeable date and time.

Miscellaneous:

Discussion regarding next steps to move forward with Master Plan and outreach for community support. Ellen will contact Lavallee and arrange for meeting.

Discussion regarding outreach and coordination with public schools.

Next meetings are scheduled for November 1st, November 15<sup>th</sup>, November 29<sup>th</sup> and December 13<sup>th</sup>, all at 5:30 p.m. at the Library.

Meeting adjourned at 6:55 p.m.

Respectfully submitted,

Ellen Winkler, Trustee