



SWAMPSCOTT
— PUBLIC LIBRARY —

BOARD OF LIBRARY TRUSTEES

NEAL DECHILLO, CHAIR
ELLEN WINKLER, VICE CHAIR
TRIPT SEMBHI, SECRETARY

**Meeting
Minutes
12.13.22**

The meeting was called to order at 5:29 pm in the library. Present were Trustees Ellen Winkler, Tript Sembhi, Neal DeChillo, and Director: Jonathan Nichols. Staff Attended for part of meeting: Sarah

1. Approval of minutes – 11/15/22 All approved

11/29 All approved

2. Director's Report:

- Jonathan has new business cell phone – 781-910-9789
- Bookshelves for children's room arrived 12/12/22
- Holiday Party had a good turnout
- Invitation for bid had plenty of inquires and Bid closes 12/14/22
- Hot water heater broke and was replaced.
- Jonathon has started to keep track of maintenance to the building.

Staffing: - New world librarian started. Ordering more world language books.

- Penny is back to work and Anne is still out.
- Saturday is still not staffed at regular staffing needs. Expecting to be back to 4 staff members in New Year.
- Donna is up to 12hrs
- Staffing hrs down 15+hrs

Budget: - Level funded and 10% reduction budget sent by town.

- There is a meeting scheduled for December 20th
- Jonathon will with Sean about having to meet specific budget to keep state funding & accreditation.

Old Business: - 1st floor book weeding is almost complete. Working on Biographies then then Non-Fiction.

- Recap on meeting with Max on 11/29/22
- Website – 8 bids received and bid closes 12/14/22. Must follow State guidelines (lowest bid/most qualified). 1/9 anticipated start date. Internal website committee created.
- Capital Improvement/APRA- no new updates
- Grant Updates: Baldwin room grant will know if received 12/14/22 or 12/15/22
- Letter of intent submitted for Makers Space – will know by 2/23/23. If selected moved to next phase and final selection will be 10/1/23

3. New Business:

- Annual Report FY22 due. Jonathon will send to review
- Strategic Plan 2023 due October 2023- extension granted since new director started. Will send survey to review.
- FY24 Budget proposal presentation ready if needed.

Meeting Adjourned at 6:26pm

Next Meeting: 1/3/23 at 5:30pm

1/17/23 at 5:30pm

1/31/23 at 5:30pm

2/14/23 at 5:30pm

2/8/23 at 5:30pm