



SWAMPSCOTT
— PUBLIC LIBRARY —

BOARD OF LIBRARY TRUSTEES
NEAL DECHILLO, CHAIR; ELLEN WINKLER, VICE CHAIR
TRIPT SEMBHI, SECRETARY

**Meeting
Minutes
8.30.22**

The meeting was called to order at 5:57 pm in the library. Present were Trustees Ellen Winkler, Tript Sembhi, Neal DeChillo, Assistant Director: Susan Conner, and Director: Jonathan Nichols

1. Minutes for 8.10.22 were approved by all.

2. Director's Report
 - Rotary agreed to cover the cost of the plaque for the lilac bush being planted for Lou Gallo. Susan asked for opinion on the plaque style & copy; went with bronze.
 - Capital improvement report was submitted to town (Patrick). Overview of some of the proposed items.
 - Children room – 1 work pod near computers, accent piece; hot air balloon with seating (looking into cost)
 - Children's circulation desk
 - Main circulation desk – book drop cart & adjustable desk
 - Water and roof issues- Spoke to Max and these items will be addressed with the larger front repairs. Meeting with Max again 8.31.22
 - ARPA – Waiting for response on mobile library
 - Provided budget overview – On target
 - Looking into cost of equipment to aide in preprocessing of books/materials coming in.
 - State Aid – Need approval from Trustee for building projects but operational costs Director can make decisions on.
 - Looking into Self Checkout machines, Patron counter and Web designer

 - Building Upgrades – Water refill station installed, all bathroom hardware replaced, and new office chairs purchased.
 - Children's room bookshelf fell- no injuries, accident report filled.
 - Spoke to Max & Sean about building safety – can spend \$23K budget remaining from the 3rd floor project for staff and library furniture needs, children room shelving with seating, 3rd floor modular desks, 3rd floor soft seating and coffee cart.
 - Humels- possibly move to 3rd floor along with dishes donation.
 - Meet with Sean, Pete and Amy to discuss staffing needs.
 - 2 vacant positions combined into 1 children's position > Head of children's services – job posted
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 - Head of Reference & Young Adult services position offered to candidate and waiting for answer.

- Reference librarian/Adult Services position will be open if Head of Reference & Young Adult services if filled.
- Request of additional positions for possibly future hiring.
- Russian Librarian position was posted and still vacant.
- ARPA benefits (covid bonus) – Spoke to town and library staff did not qualify since library was closed.
- September saving initiative program into effect. Sent out over 500 requests got 6-8 responses. Sending Trustees letter sent for us to distribute where possible.
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3. Trustees' items

- Neal was added to the Merrill Lynch Trustee account. Provided Jonathon with all account information.
- Ellen will email Max to continue discussion of the larger building interior improvements.

Next meeting

9.13.22 – Future building improvements and Master Plan overview

9.20.22 – Trustee Meeting

The meeting was adjourned at 7:17pm.

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