

**BOARD OF LIBRARY TRUSTEES**

Neal DeChillo – Chair, Johanna Morgen – Vice Chair, Debbie Friedlander – Secretary

Trustees Posting

The Trustees of the Swampscott Public Library will hold a meeting on Monday, May 6 at 5:30 pm. The meeting will be held in the Director’s office of the Library, 61 Burrill St, Swampscott, MA.

Attendees: Neal De

**MINUTES – May 6, 2024**

1. Call to Order: Meeting called to Order: 5:30PM
2. Approval of Minutes: April 1st and April 10th – Approval of April 1st & April 10th minutes: 5:31PM
3. Director’s Report: Jonathan sits om the Executive Board of the library consortium as well as on 2 separate committees: Purchasing and Strategic Planning. With over 20 libraries in the consortium, the RFP for the entire group has been finalized. This is the first time they’ve done this via the purchasing committee versus it being completed solely by the head of the Salem Library. The Strategic Planning Committee sent out surveys to obtain feedback on what members want from NOBLE, a library management system for libraries north of Boston. Evergreen, an open-source library software is also used by all members of the consortium which Noble interfaces with and can write code for tasks the libraries request. It should be noted though unbelievably robust, NOBLE is still the most expensive system of its kind with Swampscott paying approximately $83,000 per annum. Even with the cost differential members believe the benefits are well worth the cost.
	1. Director’s Activities: Currently addressing the mold and water damage. An entire wall had to be removed including the insulation. Swampscott’s Facilities Dept are paying for this remediation to a tune of approximately $7,000. Further, one of the two toilets in the basement is broken, backed up onto the tile floor and is therefore out of order till repairs are completed. Luckily the tile floor was not damaged. There remain two fully functional commodes in the building. The Website was down by the hosting service, DreamHost for approximately 3 days. The library pays its invoices by check, due to the library not having a have a credit card. The issue here is DreamHost requires the account name to be on the check. The Town, who must issue the check cannot accommodate the requirement. Instead, the account name, in this case, the account name: Swampscott Library is placed on the note portion of the issued check. Unfortunately, this portion of the check is quickly torn away before anyone at DreamHost notices it. Jonathan is working towards a solution.
	2. Department and Staffing News: Internal promotion: Jennifer Runyan has been promoted to Head of Circulation. Previously she was the cataloguer/reference librarian. An internal candidate has applied for the now open cataloguer/reference librarian position. If this candidate interviews well, Jonathan will look outside the library to fill that present position. Thus far Jonathan feels this new position, which would be a lateral move to Cataloguer/Reference Librarian is a much better fit for this internal candidate. An issue did arise as the candidate’s mom works in the department as well. Took a bit of time to ensure all ethical and legal standards were applied and followed. In this particular case the two don’t actually work together as their mom works the night shift. Caroline Margolis, who had been the Head of Circulation departed Swampscott to take a position as the Assistant Director position for the Ipswich Library. Carolyn who had been one of the Union Stewards, has been replaced by Lisa Julian Hayes, now taking on the role of the new Union Steward for Swampscott Library.
	3. Other News and Updates: Budget update. The most important number to keep in mind is the MAR Requirement (Municipal Appropriation Requirement) of $124,272.15. The library has already spent 94.42%. Jonathan is confident the library will definitely meet the MAR number. If the budget is approved during Town Meeting on May 20th more monies will be freed up. Neal brought up wanting a more information on meetings Jonathan had with Amy Sarro, Director of Finance & Administration. The library is still level funded. All staff got 6.25% raise affecting the budget. Jonathan brought Johanna (Johanna Morgen is the newly elected Library Trustee and current Trustee Vice-Chair) up to date on the renovations planned for the front and back of the library. Sean and Jonathan met recently, prior to this meeting to discuss the capital improvement project. Jonathan has put together a PowerPoint presentation for the May 20th Town Meeting where the library is requesting Town Meeting approval for $800K for renovations. The last time the library underwent renovations was in 1997, whereby a total sum of $1,385000 was spent. This was a combination of both private and public funds. For perspective in today’s dollars that sum would be $2,695,201.27. Prior to 1997, renovations occurred in 1955, a full twenty-two years prior. At that time $138,783.50 was spent. Today that total would be $1,617,407.77. Along with the needed renovations, the goal is to increase library membership from 6,399 to 10,000. Cir has increased to a 2.2 rollover by strategic collection culling of books no longer read/used. Wheelchair Access: Neal suggested putting up a sign indicating which way folks in wheelchairs should enter the library.
4. Old Business
	1. Needed Renovations Discussion:
	2. Project and Grant Updates: Received a $30,000 grant for the Maker’s Space. The project is very near completion. Furniture was delivered last week. All the technology will be installed Thursday morning. Computers still need to be ordered. $1,000 has already been spent out of the $30,000. Keeping $10,000 in reserve for supplies. Decision has been made fees must be charged. Received $40,000 from the Town for furniture improvement which enabled the service desk to be updated. The Town has approved the use of the prison system’s workshop to have everything built and installed for the Maker’s Space.
	3. Patron Appreciation Day Update: By the Town’s conservative estimate 4-500 people took part. Large percentage came to see Jonathan in costume as Bluey from the very popular Bluey & Bingo show. Another library employee dressed as Bingo. The library purchased and now owns the costumes. To offset the $200.00 cost per costume, Jonathan is working with The Friends of the Library to rent them to other libraries for $50 per costume. During the Appreciation Day, he was pleasantly surprised to find many twenty-somethings attended, by themselves, all to get photos with Bluey and Bingo! The Church across the street had a spiritual festival. Many who had attended then showed up at The Library too. Kudos to Mini golf which was *‘popping’* all day. Jonathan promises Bluey and Bingo will return in June!
	4. Website Update: Jonathan had a very productive 3-hour meeting with JuiceBox, the website design/developing company. In building out the website the contract, JuiceBox was only committed to building out 20 pages. The rest, hundreds of pages, Jonathan is doing. Luckily, he is versant in JavaScript, and HTML. During the meeting he provided them a 3-page quality assurance/error list. Notably Juice Box is behind schedule with Swampscott only the 2nd library they’ve ever designed and developed a website for. That said the site is nearly finished and should be able to launch in May.
5. New Business:
	1. Composition of Trustees: Johanna Morgen has been newly elected to the Library Trustees. A vote was taken for a slate: Neal DeChillo, Chair, Johanna Morgen, Vice-Chair/Treasurer, Debbie Friedlander, Secretary.
6. Miscellany & Adjournment: Meeting adjourned 6:49PM

Next Meeting: June 3, 2024, 5:30PM, The Swampscott Library