A close-up of a logo

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**BOARD OF LIBRARY TRUSTEES**

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

The Trustees of the Swampscott Public Library will hold a meeting on Monday, July 8 at 5:30PM. The meeting will be held in the Director’s office of the Library, 61 Burrill St, Swampscott, MA.

Attendees: Neal DeChillo, Johannah Morgen, Debbie Friedlander, Jonathan Nicols

**MINUTES – July 8, 2024**

1. Call to Order: Meeting called to order 5:30PM
2. Approval of Minutes: Approval of June 3, 2024
3. Director’s Report: In process of training a new Reference Librarian & Adult Programmer, Viktoria Paget, who just started today. In the midst of summer reading, budgets and planning for next year. Bernadette Benman, Reference Librarian & Cataloger, is helping to train Viktoria on programming. Her first week of training is outlined in detail. Though the Lynn Daily Item had not contacted Jonathan, they nevertheless had a front-page article on the Library winning their grant, which Jonathan had written about it on the Library’s website. The ARAS is now open online and Jonathan is in process of completing. Filing/reports are due the end of September but should be completed by the end of this month. The financial reporting system will open soon which requires itemizing the entire year of library spending. Jonathan will present the completed report to the board upon completion.
4. Old Business
   1. Renovations Discussion: One of Jonathan’s used furniture contacts, PearTree Furniture, reached out to informing they got in individual study pods. Manufactured by Framery (a Swedish firm) an individual Pod when new is $20,000. Jonathan paid only $1750 (in white instead of blue) for each. They’ll be delivered on July 16, 2024. Once installed he will institute the same *“rental policy.”* Jonathan has requested several contractors from Gino Cresta, Jr, Director of Public Works, to help install the new custom furniture for the Maker’s Space. The Children’s Room is scheduled to be painted this week as well. Will use orange as an accent color on the floor. The Children’s Room will be closed early this Thursday and all-day Friday to paint. Signage will be posted to notify parents of the closure. At present Jonathan and Marzie Galazka, Director of Community and Economic Development, are working together on a grant to redesign and build out the Atrium to be used as a real entrance. Next up Jonathan will work with Max Kasper, Facilities Director and Natalie Swanstrom, Public Works Business Manager to execute a RFP using architect’s Ray Guertin’s design as a starting point. The initial thought was to use monies from the $800,000 the Town allocated in the last town meeting. Jonathan learned Nelson Darling, who passed at 103 was one of the libraries largest donors in the last renovation near 30 years ago. More research on this is on Jonathan’s current to-do list. The possibility of formulating a retrospective of Mr. Darling’s life in honor of his significant contributions to the library is being considered. This brought up the question of whether or not the Trustees should set up a separate fund for the library to gather private funds/donations as we look towards the future of the library’s needs 10-15 years in the future. Jonathan reminded the Trustees a separate fund would also allow for Planned Giving donations. Neal will reach out to Katie Phelan, Select Board member and the library liaison.
      1. Furniture, Building, etc. RFP next step
   2. Project and Grant Updates: Library got the Maker’s Space grant which will open this month. Two more things need to be installed. AudioVisual materials are on the docket to be set up. On the 16th a custom storage solution will be installed. The plan was to have the kickoff party on the 16th as well. This will be pushed to the tentative date of July 23rd. Sarah Giardina, Head of Reference & Teen Services (Teen Librarian) will be there. There will be a dedication and see how the instruments work. The printer is up and running, etc. *“Come and See the Space”* will be much akin to a soft opening. STEM programming with 1-2 STEM programs a week are planned from the end of September, which is when the grant cycle ends. Full advertising will be implemented for this effort. Viktoria Paget, Reference Librarian & Adult Programmer, will oversee adult programming. Best, she’s quite crafty. The library will be running OPEN SWIM hours: the room is, after all, titled TANK. In addition, training sessions for the public will be held. The teens are chomping at the bit to get in there. iPads will be equipped with the Procreate app. A unique film adhered to the screens makes them look and feel like paper.
   3. Website Update: Website is LIVE – 6 months behind schedule. At present Jonathan and his staff are working through all the bugs with the technical team. For instance certain feeds have the wrong date and time of the events on different pages. Though JuiceBox have been fully paid, our contract includes a provision for JuiceBox to complete the bug list for which the library will not be charged. JuiceBox is also hosting the site. Town funds were not used to have the site built. Never the less library was responsible for obtaining bids, with the award to the lowest bidder. As of today site doesn’t have a landing page for events. Jonathan wishes to add this feature. Excitedly, the site is receiving RAVE reviews from users.
5. New Business:
   1. Organizer: Mara Bangura, Owner of Green Earth Organizing, LLC, a library organizer with an emphasis on using environmentally sustainable techniques will be coming to the library tomorrow. She comes HIGHLY RECOMMENDED. Jonathan’s priority is the downstair storage room which looks like a bomb went off in there. After reviewing the project she’ll provide an estimate. She will be paid out of State Aid. A second priority for Jonathan is his office which is housing years’ worth of paperwork from before his tenure. For the third organizing tier Jonathan requested *‘organizing challenged’* staff members to review what they might need. Will be launching SKEDDA, the town wide reservation software to be used by all departments in town. Initially the school district is funding the cost for the entire town. Once this initial period ends each department, should they want to continue using SKEDDA will be charged for usage share.
   2. Goals for FY25: Jonathan wishes to speak to us as a board in terms of Trustee goals. Regarding his own goals: Jonathan has not done as much outreach as he would like. For instance, attending other department meetings, ie: Veterans Group would provide a fuller understanding of what their needs are. Considering the difficulty of obtaining community input, running programs outside the library could enable Jonathan and his staff to garner this input. Intergenerational programming is another avenue to investigate along with perhaps a museum program. Transportation can be rented from the Swampscott Senior Center. Jonathan suggests adding this topic as an agenda item for our next meeting to further the discussion.
6. Neal asked Jonathan if he were cc’d on the email from Tom Millet, Tax Advisor for the Trust. As Johanna is our new Treasurer, she will make contact to ascertain what the current invoice is for as well as taking care of payment should it be required.
   * 1. Board, Library, and Director:
7. Miscellany & Adjournment:

UPCOMING MEETINGS:

August 5th

September 16th (Neal DeChillo’s birthday)

October 7th

November 4th

December 2nd

Meeting is adjourned: 6:45PM