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**BOARD OF LIBRARY TRUSTEES**

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

Trustees Posting

The Trustees of the Swampscott Public Library will hold a meeting on Monday, December 2 at 5:30 pm. The meeting will be held in the Director’s office of the Library, 61 Burrill St, Swampscott, MA.

Attendees” Johanna Morgen, Jonathan Nichols, Debbie Frierdlanderr. Neal DeChillo was not in attendance. Zach Laird, Lynn Item Reporter.

**MINUTES– December 2, 2024**

will be held in the Director’s office of the Library, 61 Burrill St, Swampscott, MA.

1. Call to Order: Called to order: 5:27PM
2. Approval of Minutes: November 4, 2024, Minutes approved
3. Director’s Report: A library employee notified Jonathan of a private FB group they are a member of, praising the Library.
   1. Director’s Activities: Received a written response from the Cookbook Club on November 25, 2024. The library has 30 days to respond. They spoke to the Board of Health. Johanna will follow up with the Board of Health in gathering information before responding. We must check in before the next meeting. Debbie to follow up with the Senior Center.
4. Department and Staffing News: New Hire: Dave Archer, Reference Librarian/Adult Programmer. Dave is enrolled in a MS in Library Science program. His is assuming the responsibilities of Victoria. Started today: 8AM – 4:30PM – did great.
5. Iryna, World Language Librarian, specializing in Ceryliac languages. Was gone to facilitate her visa status
   1. Other News and Updates: Working on new display for the children’s room: Slates Board. Approximately $600 to display holiday books, for instance.
   2. Awarded the full state aid. Officially certified for first payment in December, 2024.. Library in full compliance. Receiving more monies than anticipated: $45,000. Must be spent for the betterment of the library. As an example monies can pay for the Saturday employee. Town Meeting is next Monday and Tuesday. Staff voted for a January Staff Party versus a December Holiday Party. Payment of which is made by The Friends. Tomorrow a rep from a company that specializes in library shelving is coming to assess the children’s room.
6. Old Business:
   1. Renovations Update: The RFP is completed. Edits accepted by Max. He in turn is sending them onto Natalie Swanstrom, Procurement. The Town voted for this budget cycle providing the library with $800,000 to redo the front of the building and sewer work. Hoping for an April beginning to the project. The sewer pipes are the main reason for this work to be done.
      1. RFP Update: see above. Natalie Swanstrom responsible for bid process. Awarded to lowest bidder meeting the specs. Believe timeline for beginning the work is not in the RFP. Bid request includes a new entrance to replace the current Children’s Entrance and should include space for stroller parking. Depending upon the cost structure it might need to be put aside for the time being.
   2. Project and Grant Updates: The Glo Forge broke. After a back and forth with the company two options were offered. One, was to send back the broken device and the company would send a refurnished one until such time as the old one was fixed. This option would have the library paying for shipping which would be considerable (aprox $300 each way). Option Two: Shipping costs prepaid by the company, mail the broken one back and upgrade to a new one at approximately a 75% discount. The cost of a new device is essentially what shipping would cost ($300 each time they would ship). New machine was delivered today and will be installed tomorrow, Tuesday by Noble. They will take back the old machine. Many of the users of these devices believe it is a fuse issue. Best of all the a new Warranty restarts with the new machine which includes the paid for previously extended warranty. The new machine is said to cut faster and deeper. Will use it to make all the new signs in the Children’s Room.
   3. Library Website Improvements: Still working with JuiceBox on providing the custom solution for museum passes. Plymouth Rocket, the software company which provides Event Keeper, is going bankrupt. Not sure if JuiceBox can meet the need by the required date, thus looking at other outside vendor options should JuiceBox not be able to do it in time.
7. New Business:
   1. Capital Improvement Requests: Youth Services Programming Space. This will entail building out where the accordion wall is located in the Children’s Room, making it into an actual room. Planning on using it as a programming space, which could be used after hours for meetings. Requested $150-175.00. If possible, an upgrade the Children’s Room bathroom is sorely needed. As it stands today it’s split in half, with a slop sink on one half. If the bathroom can be renovated it can upgrade to an ADA compliant bathroom. Pushing out 80 inches. Submitted two more improvements requests: Add additional electrical outlets as well as upgrading the meeting room by installing a technically new sound-system. Installing could make it into an art gallery. Asked for$75,000 for the electrical upgrade. Given the electrical upgrade requires being tied into the subpanel a new one will need to be installed. Requested $125,000 for the Meeting room: Asked Joe Doulette what a new sound and video system display would cost. Finally need to upgrade the floors as well if they can flip the spaces. Would love to use the ‘luxury tile’ everywhere.
   2. FY26 Budget: Discussed options of level funding and optimum budget
   3. Programming Policy – Possible Vote Needed – tabled
8. Miscellany & Adjournment: Johanna Morgen provided Tom Millett, the Tax preparer access to the Bank of America account. All financials completed for this year. Johanna needs access to the trustees gmail.com account.

Adjournment: 7:03PM

Set up meetings first Monday of the month – any conflicts. – Debbie to send out.

**UPCOMING MEETINHGS**

January 6, 2025

February 3, 2025

March 3, 2025

April 7, 2025

May 5, 2025

June 2, 2025

July 7, 2025

August 4, 2025

September, 2025 - TBD

October 6, 2025

November 3, 2025

December 1, 2025