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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, January 6, 2025 at 5:30 pm. The meeting will be held in the Director’s office of the Library, 61 Burrill St, Swampscott, MA.

Attendees: Neal DeChillo, Johanna Morgen, Debbie Frierdlander and Jonathan Nichols

**MINUTES– January 6, 2025**

1. Call to Order: Meeting called to order: 5:25PM
2. Approval of Minutes: Approval of December 2024 and October 7, 2024, minutes
3. Director’s Report:
   1. Director’s Activities: Jonathan catching up after 2-weeks off. Payroll has been completed. Meeting with CIC (Capitol Improvement Committee) on January 23, 2025, regarding the new programming space in the Children’s Room and the electrical upgrade(s). Completing presentation for this. Meeting with Health Department to discuss Norovirus. Looking for procedural guidance on whether certain tasks are the responsibility of the library or not. Had an initial meeting for the volunteer committee for the NOBLE Assessment Committee. Jonathan presented a newly proposed formula to ascertain library fees/dues for consortium members. The formula, based on a myriad of criteria, most importantly size, with exact metrics, to be provided by NOBLE, are to be based on population, circulations, holdings and items added. Swampscott and two academic libraries are the smaller ones. Beverly and Lynn are much larger libraries. This proposal would have Swampscott’s fees reduced by approximately $4500. The proposal must be voted on by all 25 members of the consortium. It is anticipated changes will be made before voting. Anna Sarneso, Bunker Hill Community College Dean of the Library & Learning Commons, echoed Jonathan’s proposal. The impetus for this new proposal is due to two new smaller academic libraries wishing to join the consortium. It should be noted NOBLE is well liked by the members. Equipped with a streamlined staff, they are quite responsive to the needs of the members. Friends of the Swampscott Public Library held their meeting today. They’ve signed up with the Stop & Shop bag purchase program for this month. Earnings from the program can add up to $150.00. Next Monday will have a meeting with Gino Cresta, the Acting Town Administrator to set expectations.
   2. Department and Staffing News: New furniture being delivered to address the need of a new staff member, Dave Archer’s 6’7” stature. Dave is the new Refere3nce Librarian & Adult Programmer.
   3. Other News and Updates: Jonathan, though on vacation was at work on the day of the RFP site visit. Five firms showed up to physically assess the site. Many questions were asked. Questions requiring schematics of the building, which weren’t available during the site visit, weren’t able to be answered by either Jonathan or Max Kasper, Director of Facilities. Bids due by 2PM on Wednesday, January 8, 2025 (initial bid just for the design work for $75.000). Whoever gets the bid, will then be able to go in and provide cost estimates. Architect, Ray Guerin, will be submitting a bid as well. Due to the change of windows and the new children’s room entrance, the design will need to be presented to the historic committee. Same if any new railing is added. Further, the Tree Committee and of course the accessibility committee must review the design plans as well.
4. Old Business:
   1. Renovations Update
      1. RFP Update
   2. Library Website Improvements: Jonathan met with JuiceBox
      1. Museum Passes and Event Management: Jonathan met with JuiceBox to discuss a custom solution for Museum passes. With contract officially signed, he hopes the system will be up and running in 2-3 months. To tide the library till then, Jonathan wrote a temporary app.
   3. FY26 Budget: Budget meeting on January 14, 2025, with Amy Sarno. Jonathan submitted both an optimized and level funded budget(s).
5. New Business:
   1. Programming Policy – Possible Vote Needed: In maintaining best practices Jonathan proposes a proactive action to address any unforeseen policy questions/challenges and/or changes by instituting a formal process to assess all programs. Jonathan has ascertained ten different topics which might be questioned or challenged. At present this would be an internal policy. Jonathan requested the trustees evaluate and vote on this policy. As such the trustees thoroughly reviewed and voted affirmatively to approve the policy as written.
   2. Children’s Room Improvements: Apart from the capitol improvement request, Jonathan met with Cory, the expert for library shelving, to assess needs. Jonathan requested a quote to redo it all due to the current materials not being salvageable., He asked for the same for the new flooring. There’s $200K in the budget for new flooring but it won’t be enough to address the Children’s Room as well. Monies budgeted for 2027 for new flooring came in at $11, 500. Cost for new shelving is $44,000. This quote is minus the taller shelves to hold fiction. These numbers don’t include painting, estimated to run an additional $7-8,000K. Additionally, $1,000 is required for the rental of carts to move everything out of the space(s) during the renovation. The library is requesting the Trustees fund the shelving at a cost of $44,068.52. As soon as funding is aligned, the work can begin. Jonathan can pay for the flooring and the painting from monies allocated from State Aid, which is designated for the betterment of the Library. The Children’s Room can remain open during the renovation. Work can be scheduled during a vacation week – perhaps during Spring Break. Trustees will take up the vote for the requested funding during the February Meeting.
      1. Quotes and Issues:

Johanna Morgan organized the financials to be able to track expenditures to be in compliance for taxes along with a timeline for the taxes. Included is an how-to to add a new trustee to the accounts.

1. Miscellany & Adjournment: September 2025 meeting will be held on September 8, 2025 due to original; date falling on Labor Day.

Motion to adjourn: Meeting adjourned 6:32Pm

**UPCOMING MEETINGS:**

February 3, 2025

March 3, 2025

April 7, 2025

May 5, 2025

June 2, 2025

July 7, 2025

August 4, 2025

September 8, 2025

October 6, 2025

November 3, 2025

December 1, 2025