

**BOARD OF LIBRARY TRUSTEES**

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

February 3, 2025

Trustees Posting

The Trustees of the Swampscott Public Library held a meeting on Monday,February 3, 2025 at 5:30PM. The meeting was held in the Director’s office of the Library, 61 Burrill St, Swampscott, MA.

ATTENDEES: Neal DeChillo, Johanna Morgen; Debbie Friedlander, Jonathan Nichols, Ray Guertin and Max Kasper

**MINUTES: February 3, 2025**

1. Call to Order: Meeting called to order: 5:32PM
2. Approval of Minutes: Motion to approve January 2025 minutes approved
3. Director’s Report: Deployed a new mac. Jonathan attended the NOBLE assessment formula meeting today. With the new formula, Swampscott’s fee would increase approx. $1,000. Larger libraries will naturally assume a larger share. A decision was made for this assessment to incur increases of not more than a total of 15% over three years. Normal service fee increases would still apply.
   1. Director’s Activities: The library will be offering space for the Health Department for opioid training, etc.
   2. Department and Staffing News: Jonathan had his *‘2025 expectation’* meeting with Gino Cresta, Acting Town Administrator, a requirement for department heads. Jonathan is up to date in his submittals of weekly reports to the Town Administrator. Added to the weekly reports are Library Updates: number of visitors, programs, program attendance, questions, questions answered, unstaffed desk hours etc. The Library’s Saturdays only employee, Christopher Sullivan has officially resigned.
   3. Other News and Updates:
4. Old Business
   1. Renovations Update: Architect, Ray Guerin presented an update to the children’s library basement entrance. Ray visited the site several times. Photos of current entrance were made. Of important note there is an elevation difference of 6 feet difference from the top of the elevation to the bottom. Calculations were made accordingly to (6 feet requires 72 linear feet of ramp). Ray presented a slightly sloped walkway to address the difference of height between the outside and the level of the entrance. The Trustees inquired as to stroller parking. Several ideas were put forth without having to change the overall design. We discussed the size of the current doors. At 42-inch, they are more than adequate for ADA compliance. Nevertheless, given their condition they will need to be replaced. Questions were asked whether the new walkway will infringe upon town land. The Historic District Commission will want to see the updated walkway plans, which will be asphalt. Debbie suggested having the grade school kids make tiles for the new interior walkway. Financial concerns will determine if it’s feasible or not. Max Kasper, Facilities Director, sensed this design is not going to fall within the existing appropriated budget. Max inquired if the design timeline would change due to updated walkway revision. At present Ray doesn’t anticipate much change to the CD timeline. It was thought it best to include it in the overall design. Johanna asked Max whether this new walkway will be required within the next 10 years and thus worth doing it. Max, at present said this building is ADA compliant. Max requests a full design CD without getting costs to advance the CD. One week from today, Ray will be on vacation. He is planning to send all data to his engineers straight away with a submission to the town in a couple of weeks. Max and Ray spoke about going in front of the Historical District Commission sometime in February, 2025 or the latest, early March 2025 with Jonathan in attendance as well.   
      The Historical Commission will also have to review project prior to demolition. Debbie suggested Jonathan and Max invite Historical District Commission members to make a site visit.
   2. On going efforts to contact the Veterans Committee, (Sweeney) have been made to ascertain if they want Viet Nam Memorial replica, which will have to be moved when the renovations begin.
5. Webpage: Updates:
   1. Met with JuiceBox, the website development company regarding the museum pass update. The fix in on tap to occur along with the fix for the event reservation system. Jonathan has requested both issues be completed no later than in 2-3 months
      1. Library Website Improvements: It was suggested Selectboard Member Katie Phelan and Selectboard Chair, Maryann Fletcher be provided the private link to the website.
      2. Museum Passes and Event Management: As mentioned above, the fix is anticipated to be completed in the next 2-3 months.
   2. FY26 Budget: 1.1 million in the budget which is 1.3% of the Town Budget. Total this year was $856K. Now requesting $1.1 million, presented with detailed reasoning. Had budget meeting with Amy Sarro, Director of Finance & Administration. Jonathan understands the town’s financial constraints won’t allow for all monies requested. The library has been level funded for last two years. The follow up meeting hasn’t been scheduled. The town has to have a meeting with the union before a final budget submission can be made.
6. New Business:
   1. Children’s Room Improvements
   2. Large Upcoming Events: Jonathan will kick-off with a puppet story time. Other department heads are interested in doing this.
7. Miscellany & Adjournment: Cookbook group. Neal sent them a letter. Jonathan plans on meeting with them in the next couple of Wednesdays. Jonathan will also meet with The Knitting Club, who will be given 2 hours a week to meet. They had been meeting up to 10. For $500 dollars, Madeline Miller, author of 2018 novel, CIRCE will be speaking via virtually in conjunction with NOBLE and Minuteman Libraries in March 2025. Lynnfield will be the hosting library. Jonathan noted ICE handouts will be available and noted in his weekly reports as well as a mental handout for teens to be placed in the teen room. Welcome Packets are now available for all new library members. With a new influx of non-English speaking residents, Jonathan is setting up a place to practice English in a “conversation circle” to begin in March 2025. Jonathan is aiding The Friends in their $4K grant application. Should it be awarded hiring someone to run the “conversation circle” for instance, be a terrific option. Johanna suggested instituting an activity such as knitting, as newcomers are learning/practicing their English. Patron appreciation day will be the week after Earth Day in April 2025. Due to a prior commitment, Jonathan will be unable to attend this event. Will be revitalizing Teen Poetry in April 2025 as well. Meeting Room Policy: Jonathan is finding patrons are testing the limits of the policy. Trustees passed a motion for non-profits to have to provide legal documentation.

Meeting adjourned: 7:18PM

Johanna will not be present for the March 2025 meeting.

**UPCOMING MEETINGS:**

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