

Swansea Free Public Library Board of Trustees
Meeting Minutes
January 10, 2019, 5 pm
Swansea Free Public Library
69 Main Street, Swansea, MA 02777
APPROVED March 21, 2019

In attendance: Sue McMullen, Judy Carey, Maureen Pacheco, Bonnie Braga, Eileen Dyer, JoAnn Johnson

Absent: Brian Lowney

Meeting was called to order at 5:00pm.

Approval of Minutes. Reviewed the minutes.
Bonnie motion – Joann seconded. No discussion.

Director's Report. Eileen reviewed the Library Director's report. Approved for Grant In Aid of \$10,768.31. Eileen is working on the budget FY2019. Town employees will receive a 2% increase. Minimum wage is \$12/hr and Swansea has agreed. May need to ask for help with utilities. Eileen has been working with Swansea Fire and the staff will be going to training. Refurbished device is \$500-\$600. New is \$1250 and up. Eileen is looking to get Narcan in the library. Needs to be approved by police, fire and selectman. 911 must be called if administered. Staff has been attending continuing education. Marie is an official notary public. No charge for this service. Eileen & Carol working on parenting collection and end of life collection. Prototype of library website available. Training for website is January 18th. Various programs in the library are happening. Various building issues, like furnace wasn't working for a few days and gutters need to be repaired. Roof was repaired. Painting was completed in basement and carpeting in basement will be installed January 15-16. Children's area still blocked off. Appraiser came in and appraised various items. Eileen has submitted the paperwork to apply for the LSTA grant FY2020. Legislative Breakfast is January 25 8am-9am at the Foxborough Library (Boyden Library). The board brought up a few places of water damage to look at. Eileen will bring it up to the town. Motion by Bonnie. Joann second.

Treasurer Report. Reviewed the Treasurer's Report. Motion by Bonnie. Maureen second.

MBLC Legislative Agenda 2020. Concerns about the annual cap discussed. Unfortunately, the cap has not been raised. Swansea is still in position 19. Suggest people contact the legislatives like Rep. Pat Haddad and Sen. Michael

Rodriguez telling them to support the Massachusetts Public Library Construction Program and raising the annual cap.

Building Project Update. Still waiting on possible land purchase by the town. Discussion on whether to keep OPM and architect. The library timeline has changed.... Maybe 5-8 years. Too many factors to make decisions at this time. Need to continue bringing awareness to the community.

Strategic plan. Sarah Hunicke (parent & librarian in RI) agreed to be on the team. Tina Bell (parent & School committee) agreed. Kenny Baker has agreed. Maureen, Judy & Sue as Trustees. Sue is going to chair the strategic plan committee and will schedule a meeting last week of February 2019.

New Business.

- Discussion of eliminating fines for overdue materials.
- JoAnn and Sue up for re-election. JoAnn not pulling papers.

Next meeting is March 21, 2019 at 5pm at the Library.

Motion to adjourn made by Maureen. Judite second.

Meeting was adjourned at 6:10pm.

Respectfully submitted,

Judite Carey, Secretary

List of documents in the January 10, 2019 regular open meeting packet:

Library Director's Report

Programming Report

Treasurer's Report

Swansea Free Public Library Board of Trustees
Special Meeting Minutes
February 11, 2019, 5 pm
Swansea Free Public Library
69 Main Street, Swansea, MA 02777
APPROVED March 21, 2019

In attendance: Bonnie Braga, Judite Carey, Eileen Dyer, JoAnn Johnson, Brian Lowney, Susan McMullen, Maureen Pacheco,

1. Meeting was called to order at 5:01pm
2. Approval of the Chair's slate for the 2019 Library Strategic Planning Committee
 - Kenneth Baker
 - Albertina Bell
 - Barry Bibeau
 - Susan McMullen
 - Judite Carey
 - Eileen Dyer
 - Carol Gafford
 - Sarah Hunicke
 - Maureen Pacheco
 - Marie Shea
 - Robert Silveira

Motion to approve the slate of members for the 2019 Library Strategic Planning Committee made by Maureen Pacheco.

Seconded by Bonnie Braga

Vote unanimous

Next meeting is March 21, 2019 at 5pm at the Library.

Motion to adjourn made by Bonnie Braga

Meeting was adjourned at Maureen Pacheco.

Respectfully submitted,

Judite Carey, Secretary

There were no attached documents or packet for this meeting.

Swansea Free Public Library Board of Trustees
Meeting Minutes
March 21, 2019, 5 pm
Swansea Free Public Library
69 Main Street, Swansea, MA 02777
APPROVED April 25, 2019

In attendance: Sue McMullen, Judy Carey, Brian Lowney, Bonnie Braga, Eileen Dyer, JoAnn Johnson

Absent: Maureen Pacheco

Meeting was called to order at 5:00pm.

Approval of Minutes.

Regular Meeting: Reviewed the minutes from January 10, 2019. Motion to approve by Bonnie Second by Brian.

Special Meeting: Reviewed the minutes from February 11, 2019. Moved by Bonnie second by Brian.

Director's Report. Eileen has continued to meet with Swansea community leaders to discuss their concerns about the community at large, and how the library may help address these concerns, as well as work together with the various organizations. So far she has met with the Selectmen, with Mastermind Adventures, the YMCA, Recreation, the Superintendent and several of the school principals. The library will have a table at the SPAC resource fair. Ryan Kelly Little Free Library is at the YMCA. Eileen looking at MassSave for energy efficiencies. Eileen is asking in the town's capital budget for a replacement for the heating and cooling system. Through a company called Tech Soup – Swansea library will provide four free internet hotspots to check out with a Swansea library card. Members can take out various items now, like binoculars, fishing poles, etc. Website is looking great. CPR training – half of the staff is certified now. Various programs are available or on the calendar.
Motion to approve by Judy and Bonnie second.

Treasurer Report. Reviewed the Treasurer's Report. Motion to approve by Bonnie. Brian second.

MBLC Legislative Day Update. It was March 7th. About 5 folks went to the meeting. Everyone was able to attend more meetings and speak to the state representatives. A discussion about writing legislation about a library building penny fund was discussed, as well as the fact that Swansea library is at the bottom of the Library Construction Grant list.

Building Project Update. Nothing happening right now.

Strategic plan. Met in February and the committee completed the writing of the SWOT analysis and environment scan. Created a subcommittee to work on the survey. Next

time the committee will discuss the survey and the directions and priorities on the community. Jim attended the meeting but would like to be a member.

ACTION: Motion to appoint James Devol to Library Strategic Planning Committee by Bonnie and second by Brian.

VOTE: All in favor 5. Absent 1.

Old Business. Joann and Sue are up for re-election and both have pulled papers.

Election is April 9.

The library staff would like to get rid of fines. Fines are a penalty. A fee is if you need to replace something. Two libraries in Massachusetts have removed the fines. Eileen will discuss with the town selectman and the staff in more details. ACTION: Sue made a

motion to remove library fines on overdue items checked out at Swansea; Judite second

VOTE: All in favor 5. Absent 1.

New Business.

- Bylaws for Trustees currently doesn't exist. Sue will review an example, update and then present to the trustees in a future meeting.
- Four Library Policies presented to the trustees. Not to be voted on at this meeting. To be voted on in a future meeting.

Next meeting is April 25, 2019 at 5pm at the Library.

Motion to adjourn made by Bonnie and second by JoAnn.

Meeting was adjourned at 5:58pm.

List of documents in the March 21, 2019 regular open meeting packet:

Library Director's Report

Programming Report

Treasurer's Report

Photography & Recording Policy Draft

Social Media Policy Draft

Video Surveillance Policy Draft

Equity & Inclusion Policy Draft

Respectfully submitted,

Judite Carey, Secretary

Swansea Free Public Library Board of Trustees
Meeting Minutes
April 25, 2019, 5 pm
Swansea Free Public Library
69 Main Street, Swansea, MA 02777
APPROVED JUNE 13, 2019

In attendance: Sue McMullen, Judy Carey, Brian Lowney, Bonnie Braga, Eileen Dyer, JoAnn Johnson, Maureen Pacheco

Absent: Nobody

Meeting was called to order at 5:00pm.

Approval of Minutes. Regular Meeting: Reviewed the minutes. Motion to approve by Brian. Second by Bonnie.

Director's Report. Communication & Outreach. Facilities – still waiting for the slatwall. Library items on the warrant for the May 20, 2019 Annual Town Meeting include a replacement gas fire furnace, and a parcel of land behind the library parking lot which currently belongs to Christ Church. Hotspots are coming soon. The library will go "Fine Free" on May 1st. Reconsideration of Library Materials – patron had a concern and Eileen followed the policy in responding back to the patron. Eileen will make sure that the Teen area is well identified. Carol put together a list of all the programs and special events.

Treasurer Report. Reviewed the Treasurer's Report. Motion to approve by Maureen. Brian second. All in favor.

Election of Officers. Slate of proposed nominees: Chair, Vice Chair, & Secretary. Sue was nominated as chair. Bonnie was nominated as Vice Chair. And Judy was nominated as Secretary. Motion to approve slate by JoAnn. Maureen seconded. Approved unanimously. Motion carries.

Old Business. Slate of new Library policies put forth after second reading: Equity and Inclusion; Photography and Recording; Social Media; Video Surveillance. Motion to approve by Bonnie. Brian seconded. All approved unanimously. Policies adopted.

New Business. The Circulation Policy Draft is not complete. Tabled by the Chair for a future meeting

Other news – Building committee meeting May 7.

Next meeting is June 13, 2019 at 5pm at the Library.

Motion to adjourn made by Bonnie and seconded by JoAnn. Meeting was adjourned at 5:50pm.

List of documents in the April 25, 2019 regular open meeting packet:

Library Director's Report

Programming Report

Financial Report

Photography & Recording Policy Draft

Social Media Policy Draft

Video Surveillance Policy Draft

Equity & Inclusion Policy Draft

Respectfully Submitted,

Judite Carey

Swansea Free Public Library Board of Trustees
Meeting Minutes
June 13, 2019, 5 pm
Swansea Free Public Library
69 Main Street, Swansea, MA 02777
APPROVED October 24, 2019

In attendance: Sue McMullen, Brian Lowney, Bonnie Braga, Eileen Dyer, JoAnn Johnson, Maureen Pacheco, Judy Carey

Meeting was called to order at 5:00pm.

Approval of Minutes: Reviewed the minutes. Minutes approved for April 25, 2019.

Director's Report. Reviewed and approved Director's report. Highlights include: Highlights include passage of Library Budget at Annual Town Meeting, as well as passage of articles in Special Town Meeting allowing funding for replacement of library furnace, purchase of land behind the library for parking, and an amount to repair and extend the parking lot; the slatwall has been installed; and the WiFi hotspots have been received and are being prepared for patron use.

Financial Report. Reviewed and approved the Financial Report.

Old Business.

Long Range Plan: The online survey has been closed. Over 700 people have completed the survey, either online or in paper format. Results are currently being tabulated. Eileen & Betty are working toward putting together two focus groups to be held over the summer.

Library Building Committee: plans to reconvene in the fall of 2019.

New Business. Eileen presented drafts of new Library Mission and Vision statements. The Trustees will review and vote on them at the next meeting.

Next meeting is TBD.

Meeting was adjourned at 5:50pm.

Respectfully submitted,

Eileen Dyer, Library Director

List of documents in the June 13, 2019 meeting packet:

Library Directors Report

Financial Report

Draft of Library Mission & Vision statements

Swansea Free Public Library Board of Trustees

Meeting Minutes

September 26, 5 pm

Swansea Free Public Library

69 Main Street, Swansea, MA 02777

APPROVED October 24, 2019

In attendance: Sue McMullen, Brian Lowney, Bonnie Braga, Eileen Dyer, JoAnn Johnson, Maureen Pacheco; Absent: Judy Carey

Call to Order at 5 p.m. by Sue Mc Mullen

- Minutes for 6/13/2019 will be read and approved at the 10/24/19 meeting as Judite was absent.

- Directors & Financial Report was read and discussed.

Motion to accept by Bonnie Braga and seconded by Brian Lowney. Reports were unanimously approved.

- Old Business

Eileen shared the letter that was sent to the Chairman and members of the House Committee on Bonding, Capital Expenditures, and State Assets on behalf of the Swansea Free Public Library. Eileen testified at the hearing for the support to amend The ML amount to include the monies so that Swansea would be included on their list. Eileen and Sue shared a discussion that they had with John McAuliffe and Jim Devoi Concerning the Building Committee. It was decided to move forward to plan a Meeting to in tiate momentum on the Building Project.

The plan is to begin interviewing for a new architect and putting out bids for a new OPM. A tentative time line would include- Architect- February 2020 and Blueprints -May 2020. The committee is anticipating positive news from the MLB Board.

- Mission and Vision Statement was read and discussed. Motion to accept by Maureen Pacheco and seconded by Bonnie Braga. Mission and Vision Statement was Unanimously accepted.

- Long Range Plan was read and discussed. Eileen informed that the Action Plan will Be forthcoming. The Trustees thanked Sue and Eileen and the sub committees for their Time and efforts for this Project. Motion was made by Maureen Pacheco to accept And was seconded by Joann Johnson. Long Range Plan was unanimously accepted.

- New Business

Sue has written and revised the Trustee By-Laws. She presented them to the Trustees for review, discussion and vote at the next meeting in October.

- The Trustees reviewed and discussed the Library Director's Annual Review written By Chairwoman Sue McMullen. After discussion the Trustees unanimously Approved the Librarian's Review and thanked Sue for her endeavors in preparing This document. It was noted that this was the first time that a Swansea Librarian Has been evaluated by the Board of Trustees. Brian Lowney made a motion to Accept the Evaluation and was seconded by Maureen Pacheco. The Librarian's Evaluation was unanimously accepted.
- Eileen Dyer shared and discussed her Library 2020 Goals with the Trustees. The Trustees were impressed with all the building repairs and innovative programs that Eileen Dyer was able to accomplish in one year.
- A Motion to adjourn was made by Brian Lowney and seconded by Joann Johnson. Unanimously voted to adjourn at 6:16 p.m. Next meeting is scheduled for 10/24 at 5p.m.

Respectfully submitted,

Maureen E. Pacheco

List of documents in the September 23, 2019 meeting packet:

Library Directors Report

Financial Report

Program Report

Trustee Bylaws Draft

Library Revised Mission & Vision Draft

Library Director's Evaluation

Library Director's proposed Annual Goals

Swansea Free Public Library Board of Trustees
Meeting Minutes
October 24, 2019, 5 pm
Swansea Free Public Library
69 Main Street, Swansea, MA 02777
Minutes APPROVED January 9, 2020

- In attendance: Sue McMullen, Judy Carey, Brian Lowney, Bonnie Braga, Eileen Dyer, JoAnn Johnson, Maureen Pacheco
- Meeting was called to order at 5:01pm.

Approval of Minutes

- June 13, 2019 minutes passed unanimously with minor changes.
- September 26, 2019 minutes passed unanimously with minor changes.

Director's Report

- Eileen attended the New England Library Association conference. Great topics of interest. Eileen will put together some documentation for her staff on those topics.
- Strategic Plan was submitted and accepted. Board will review the Annual Action Plan.
- Wellington House was put on the market. Bids for the house have closed.
- HVAC and gutters quotes all set for November Special Town Meeting.
- Programming is coming along nicely. Brian suggested some new programs directed toward men.
- Marie's annual Library Holiday gathering is either 12/14 or 12/21. She will let us know.

Financial Report – Submitted and approved

Old Business.

- The trustees reviewed the Library Board of Trustees Bylaws. Vote: Passed unanimously.

New Business.

- Action Plan is prerequisite for LSTA grants submitted and approved by MBLC. Possible grant submissions include:
 - Access for All grant
 - IDEA Lab grant
 - Preservation assessment grant
 - Civic Engagement grant

Adjournment.

- Next meeting is January 9, 2020 at 5pm at the Library.
- Meeting was adjourned at 5:53pm.

Respectfully submitted,
Judite Carey

List of documents in the October 24, 2019 meeting packet:
Library Directors Report
Financial Report
Program Report