

Swansea Free Public Library Board of Trustees  
Meeting Minutes  
January 9, 2020, 5 pm  
Swansea Free Public Library  
69 Main Street, Swansea, MA 02777  
APPROVED July 23, 2020

1. Call to order – started at 5pm. Eileen, Sue, Joann. Bonnie, Maureen, Judy, and Brian. All in attendance.
2. Approval of Minutes:
  - a. Minutes from Regular Meeting, October 2019 – Bonnie motion – Brian second. All in favor.
3. Director’s Report –
  - a. Eileen reviewed the Director’s report. Discussed State Aid. Special town meeting got some money for certain facility expenses. Eileen put together a project 5 yr expense plan for the library. The library has numerous programs. Eileen is looking the LSTA grant. She will be attending a grant class and then apply for the LSTA grant program. The board reviewed all salaries and compared to other surrounding towns.
4. Financial Report –
  - a. Eileen presented the financial report and she will be reviewing all the expenses. Motion by Brian. Bonnie second. All in Favor.
5. Old Business
  - a. Library Building Committee Update –
    - i. On Tuesday (1/8) the committee met and interviewed two OPM. The committee voted with a 9 to 2 vote for Pomroy Associates.
6. New Business – Brian is not running for another term after 26 years of being a library trustee.
7. Adjournment – Meeting adjourn at 6:00pm. Motion by Maureen and second by Joann. All in Favor.
8. Next meeting is March 19 at 5pm.

Respectfully submitted,

Judite Carey

Swansea Free Public Library Board of Trustees  
Meeting Minutes  
July 23, 2020, 1 pm  
Swansea Police Station  
1700 GAR Hwy, Swansea, MA 02777  
Minutes APPROVED December 2, 2020

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

**Approval of Minutes**

- January 9, 2020 minutes approved unanimously.

**Director's Report**

- Eileen reported on the Library's Phased Reopening procedures to take effect when we are approved to reopen to the public by Swansea's Board of Health and Covid-19 Committee
- Eileen gave an update on the proposed Swansea Municipal Complex, which includes the Library

**Financial Report – Submitted and approved**

**Old Business.**

- none

**New Business.**

- The Trustees voted unanimously to approve a transfer of \$843.75 State Library Grant Funds to the Library Operations budget to cover invoices from FY20.
- Phase 3 reopening plan was approved by consensus
- Election of Officers for FY2021: Chair: Susan McMullen; Vice-chair: Bonnie Braga; Secretary: Judite Carey

**Adjournment.**

- Next meeting TBD. Will likely be a joint meeting with the Library Building Committee.
- Meeting was adjourned at 6:13pm.

Respectfully submitted,  
Eileen Dyer

*List of documents in the July 23, 2020 meeting packet:*

*Financial Report*

*Program Report*

*Phase 3 Covid-19 Reopening Document*

*Warrant for funds transfer*

Swansea Free Public Library Board of Trustees  
Meeting Minutes  
October 7, 2020, 5pm  
Virtual Meeting via Zoom  
Minutes APPROVED December 2, 2020

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

**Approval of Minutes**

- Minutes from the July 23, 2020 meeting will be reviewed at next Trustees meeting

**Director's Report**

- Verbal update on Library Services during Phase 3 Reopening.

**Old Business.**

- none

**New Business.**

- Discussion on the Library Building Committee's (LBC) work and their recommendation to formally oppose the Library being moved to a proposed Municipal Complex in the old Swansea Mall property.
- Discussion of minor modifications of wording in LBC Chair's letter to the Interim Town Administrator and Selectmen
- Vote to unanimously approve Chair of Library Board of Trustees as signatory on LBC's letter to TA and Selectmen to oppose the Library as part of Municipal Complex in the old Mall.

**Adjournment.**

- Next meeting TBD.
- Meeting was adjourned at 5:37 pm.

Respectfully submitted,  
Eileen Dyer

*List of documents in the October 7, 2020 meeting packet:  
Draft Letter from Chair of Library Building Committee*

Swansea Free Public Library Board of Trustees  
December 2, 2020, 5 pm via Zoom  
Swansea Free Public Library  
69 Main Street, Swansea, MA 02777  
Recording available: <http://bit.ly/SFLPBOT122020>  
Minutes APPROVED February 17, 2021

Attending: Sue McMullen, Maureen Pacheco, JoAnn Johnson, Judy Carey, Angela Dolan, and Eileen Dyer; Absent: Bonnie Braga

- The meeting was called to order at 5:05 pm
- Approval of Minutes:
  - Minutes from meeting, July 23, 2020 approved as written
  - Minutes from meeting, October 7, 2020 approved as written
- Director's Report
  - Library facility, issues and updates
    - Dyer reviewed the Director's report. Discussed the library closing to the public again due to high local Covid-19 test positive results. The library will remain open during regular hours and will continue curbside, phone, and virtual services.
    - The new HVAC system has been installed. The outside of the library was painted by Higgs Painting of Swansea; the painting was paid for by a grant from Swansea CPC.
    - Virtual programming is going well. Swansea has joined four other local libraries to co-present virtual program to increase interest and attendance
    - Dyer submitted an Action Plan for FY22 to MBLC in order to be available to apply for LSTA grants. She will be looking at the capacity for the library team to be able to implement one of these grants.
  - Outreach: Dyer discussed current outreach with the Swansea elementary schools
  - Library Building Committee (LBC) update
    - Dyer reported that the library is no longer part of the potential Municipal Project at the former Swansea Mall.
    - Explained the reasons the LBC decided to pull the Library's warrant requesting funds at the November 2020 Special Town Meeting
      - Due to the timing, the LBC Chair had to make an executive decision, on behalf of the LBC, to withdraw the warrant. This decision will need to be formally approved by a vote at the next LBC meeting, which is not yet scheduled.
      - Discussion to approve LBC's Chair's decision to temporarily withdraw warrant from the November 2020 Special Town Meeting. An informal vote was taken, but must be retaken as ratified vote at next meeting, since it was not on this meeting's agenda.
  - New Town Administrator and Town Hall updates
    - New TA Mallory Aronstein is a huge library supporter. There is no official update on the Town Hall plan.
- Next meeting date TBD
- The meeting was adjourned at 5:36 pm.

Respectfully submitted,

Eileen A Dyer  
Library Director

*List of documents from the December 2, 2020 meeting;*

*Minutes from 7/23/20 & 10/07/20*

*Library Director's report*

*Library Action Plan FY2022*