

Saugus Public Library  
Board of Trustees  
Minutes

March 5, 2013  
Saugus Public Library – Community Room

- Persons Present: Paul Allan, Chairperson  
Matthew Canterbury, Vice Chair  
Robert Cox  
Irene Jones  
Kimberly Lovett, Secretary
- Absent: Gail Murray, Treasurer (excused absence)
- Quorum: Yes
- Personnel Present: Diane Wallace, Library Director
- Guests: Cherie Shipulski, Saugus Family Center
- Call to Order: The meeting was called to order by Paul Allan at 6:01 p.m.
- Approval of Minutes: Matthew Canterbury made motions to approve minutes from the following meetings:
- |                   |                     |
|-------------------|---------------------|
| December 6, 2012  | <b>Approved 2-0</b> |
| December 27, 2012 | <b>Approved 2-0</b> |
| January 2, 2013   | <b>Approved 2-0</b> |
- Matthew Canterbury made a motion to table the minutes for the January 10, 2013 meeting due to the absence of Gail Murray, seconded by Paul Allan.  
**Approved 2-0**
- Treasurer's Report: None
- Discussion: Diane Wallace distributed the monthly expenditures for the Library. She is interviewing now for a P/T Children's Librarian (16 hours) and a P/T Library Associate (14 hours). The jobs were advertised on the Mass Board of Library Commissioners.
- Diane Wallace spoke about two websites that the public could utilize to help the library. When people shop on Amazon.com through the library's website, the library receives a percentage of everything purchased. They receive a monthly check sent directly to the Treasurer's office to a donation account. Good search also pays the library (approximately \$.01)

for every search. People must simply choose the Saugus Public Library to receive the donations.

Matthew Canterbury was looking into donating JetBlue miles to the library.

Communications &  
Correspondences:

Cherie Shipulski introduced herself and gave the Board some personal background, such as teaching for 36 years in the Saugus Public Schools. She is writing a state grant for \$34,000.00 for Saugus that focuses on families. She runs the Saugus Family Center, which works with the library to enhance programs. Of their many activities, the playgroups are the most popular. Other activities included family game collection and sessions, parent discussion groups, baby bags for new babies, a kindergarten social and the creation of a Saugus Early Childhood Research guide. They give the library a \$1000.00 donation per year to share the space. They are working on having a literacy parade for the children of Saugus in the summer.

Robert Cox recommended reaching out to parents to be volunteer readers at the library. Irene Jones discussed involving senior readers from the Senior Center. There was a suggestion to have a volunteer/request page on the library website.

Library Director  
Report:

Diane Wallace discussed the Evergreen Software System and provided samples of customized receipts that could be created. One example informed library patrons "By borrowing these items you saved \$93.00."

The Board reviewed and made some changes to the new Faxing Service Policy. The updated policy was read aloud by Diane Wallace. Matthew Canterbury made a motion to accept the Faxing Service Policy with changes, seconded by Paul Allan. **Approved 5-0**

A People Counters 2013 report was distributed, which included total patronage by day, week and month for January 2013. It also included circulation numbers for each day and computer logins.

There is a 2013 Library Legislative breakfast scheduled for Friday, March 8, 2013 at the Memorial Hall Library in Andover and a Library Legislative Day at the State House in Boston on Tuesday, March 26, 2013.

New Friends of  
Saugus Public Library: No members present

Chair Report: Per Article VI, Section II, the annual meeting will be held in May 2013 for the election of officers – Chair, Vice Chair, Treasurer and Secretary. Paul Allan made a motion to nominate Irene Jones and Kimberly Lovett for the Nominating Committee, seconded by Matthew Canterbury.

**Approved 5-0**

There was a discussion about including public comments both near the beginning and at the end of meetings for the convenience of the public attending. Robert Cox made a motion to modify the By-Laws and include public comments after the approval of the minutes and at the end, prior to adjournment. The motion was seconded by the Chair.

**Approved 5-0**

Paul Allan asked the Board to begin thinking about the business plan and the need to meet a few extra times possibly in June and July, in addition to the scheduled meetings.

Old Business: Robert Cox is going to work with Diane Wallace to have a demonstration of services such as talk books, digital audio books, and the Perkins BARD System.

New Business: A tour of the library will be planned for the Board after the adjournment of the April meeting.

Public Comments: None

Robert Cox informed the group about a workshop being held on March 23, 2013 in the town hall auditorium for residents who have mortgages that are underwater (high rates/no equity). Volunteers will work with people one on one to prepare applications.

Adjournment: Matthew Canterbury made the motion to adjourn, seconded by the Chair to end the meeting at 7:40 p.m. **Approved 5-0**

Next Meeting: The next meeting to be held on April 4, 2013, at 6:00 p.m.

Respectfully Submitted,

Kimberly Lovett  
Board of Trustees - Secretary