

Saugus Public Library  
Board of Trustees  
Minutes

October 2, 2014  
Saugus Public Library – Community Room

Persons Present: Matthew Canterbury, Chair  
Robert Cox, Vice Chair  
Debra Dion Faust, Trustee  
Cynthia Fordham, Trustee  
Irene Jones, Trustee  
Kimberly Lovett, Secretary

Absent: None

Quorum: Yes

Personnel Present: Diane Wallace, Library Director

Call to Order: The meeting was called to order by Matthew Canterbury at 6:32 p.m.

Approval of Minutes: Robert Cox made a motion to accept the minutes from the September 11, 2014 meeting, seconded by Cynthia Fordham.

**Approved 6-0**

Cynthia Fordham made a motion to accept the minutes from the September 30, 2014 special meeting, seconded by Debra Dion Faust.

**Approved 6-0**

Public Comments: Pam Gill was present representing the New Friends of the Saugus Public Library. They are the co-sponsor of the *Books in Bloom* with the garden club in March. They are hoping to do something crafty for the Holidays.

Matthew Canterbury thanked Pam and the New Friends for all the work they have done.

Monthly Financial Statement: Diane Wallace had nothing to report as she was working to finish the state aid report.

Communications & Correspondences: Doris Napier wrote a letter to the Trustees praising the Library staff. She also sent flowers to Diane Wallace.

Library Director  
Report:

Diane Wallace distributed the FY15 Circulation report. The circulation was up 17% in September. She will add a people counter to next month's report.

Diane discussed the New Friends who met the prior night. They extended the Children's Museum passes; gave money to replace the trains in the children's room; and agreed to pay for the software to check and reserve museum passes on the website.

The current fax policy was discussed, which allows 250 free pages of faxes each month for the Library. After that, there is a fee of \$0.25 per page. The first month, there was a \$5 bill waived by the company. The second month was \$25. It was agreed to revisit this for the next 3 months to determine if faxing needed to be shut off after the 250 or if customers would need to be charged, or there is another solution.

The staff was looking into requests for the cultural council, and a possible collaboration with a big author.

Some notable upcoming dates are December 5<sup>th</sup> for the tree lighting and December 13<sup>th</sup> for the Christmas event with the New Friends.

New Friends of  
Saugus Public Library: None

Chair Report: Matthew Canterbury reported that Corinne Riley could not attend tonight's meeting but will attend in November to discuss adult education.

The Library is moving forward with the carpeting. Karen Allan will review and then installation will be scheduled.

The buffalo server has been delivered to the Library. There is a call in to Jim Rivers, but it still needs to be installed.

Old Business: By-Laws: Comparison of old and new handbooks will be needed.

New Business: Adult education will be discussed at the next meeting.

Cynthia Fordham acknowledged what a nice job Diane Wallace did on the long range plan. The other trustees concurred.

Robert Cox discussed the chairs for outside. Diane Wallace invited the building department for a site evaluation. She sent an email and will follow up.

Public Comments: There were no public comments.

Adjournment: Debra Dion Faust made a motion to adjourn, seconded by Matthew Canterbury.

**Approved 6-0**

The meeting ended at 7:01 p.m.

Next Meeting: The next regular meeting to be held on November 6, 2014, at 6:30 p.m.

Respectfully Submitted,

Kimberly Lovett  
Board of Trustees - Secretary