

BOARD OF LIBRARY TRUSTEES
MINUTES OF JANUARY 3, 2011 MEETING

CALL TO ORDER: The Meeting was called to order at 6:15 p.m. by the Chair.

PRESENT: Present were Pam Gill, Terry Lyons, Pat Fish, Beth Spellman, Jo Vannah and Mary O'Connell.

CHAIR'S RPT.: The Chair happily reported that a total of \$196.00 was raised at the Santa Party held in the Library on December 11th. An additional amount of \$35.00 was raised from a drawing for a gingerbread house.

The Chair requested Linda Duffy to contact Winfrey's Fudge to get information about fudge costs and flavors that are available for this year with an eye towards hosting a 3rd annual Valentines Day Fudge Sale.

A Motion was made by Beth Spellman and seconded by Pat Fish to hold the Third Annual Valentines Day Fudge Sale to benefit the Library.

The 3 new computer monitors have arrived in the Library from NOBLE. We are awaiting the arrival of the hard drives and installation by NOBLE will follow.

The Chair requested a list of the Capital requests. The clerk offered that the Interim Director is on vacation and has it prepared and will bring it to the next meeting.

The Chair requested Linda Duffy to cross out all Holidays with a large X on the big calendar behind the circulation desk.

Terry reported that she has looked into the costs of advertising for the Permanent Director's position outside of the MBLC and Simmons websites and they are extremely high. A discussion was held on the topic of advertising costs and whether it would reach the desired audience needed to find a Library Director. A Motion was made by Pat Fish and seconded by Beth Spellman to continue the search through the current professional sites. There was

discussion on the Motion. They will look into the options of posting the position on the

M.L.A. and New England Library Association as possible sites for the job posting. The costs associated with an ad placed in the Boston Globe is \$831.00 for 1 Sunday and \$375.00 for 1 Friday. Costs for the MA Municipal Association ad is \$95.00 to run once for a month. Vote 5-for 0- against.

A Motion was made by Beth Spellman to make some changes/refinements to the Job Description for the Library Director currently on file in the Town Hall. There is discussion on the Motion.

The Trustees jointly reviewed each line of the multiple page job description as listed with the Town of Saugus Human Resource Department. After considering several changes/refinements Beth Spellman agreed to type the revisions to the job description which Terry Lyons, in turn, will review with Fran Trainor, Human Resources Director.

The Chair requested a key to the office.

ADJOURNMENT: On a Motion by Beth Spellman and seconded by Pat Fish, the meeting was adjourned at 9:15 p.m.

NEXT MEETING: The next meeting will be held on January 10th at 6:00 p.m. and will go into Executive Session at the conclusion of the public meeting to review applications for a Permanent Director. The Board will not return to public session.

NB: At the conclusion of the meeting, Terry Lyons reported she fell over the threshold in the "Staff" bathroom and injured both of her knees and the bridge of her nose. All present looked at her obvious injuries and agreed she should at the very least apply ice and possibly seek medical attention. Terry stated she would see her doctor the next day. An incident report will be filed by the clerk.

Respectfully submitted,

Linda Duffy
Clerk