

SAUGUS BOARD OF LIBRARY TRUSTEES MEETING MINUTES  
July 11, 2011

- CALL TO ORDER: Meeting was called to order at 6:15 by the Chair.
- TRUSTEES PRESENT: Pam Gill, Terry Lyons, Jo Vannah, Sherri Raftery, and Fred Riley
- STAFF PRESENT: Diane Wallace and Linda Duffy
- CHAIRPERSON'S REPORT: The Chair offered words of welcome to the new director, Diane Wallace and the new trustees, Sherri Raftery and Fred Riley. Everyone took a few minutes and introduced themselves.

Past minutes were voted along with the Executive session minutes. A motion was made by Terry Lyons to accept the minutes. It was seconded by the chair for the purposes of discussion. Motion was passed 4-0 with 2 abstentions. The minutes for May 9 were not voted due to the lack of a quorum (due to change of two trustees.) Minutes will be voted at our next meeting.

New contact information was checked for accuracy. Additions and corrections will be made.

There was an election of officers to fill the two vacancies created by the new trustee appointments. A motion was made by Terry Lyons to nominate Jo Vannah for Treasurer and Pat Fish for Secretary. Motion was seconded by the chair for discussion. Motion passed 5-0.

The Chair discussed the doll display in the display cases to enhance the Summer Reading theme of 'One World, Many Stories'. The dolls are on loan from Nancy Sayles. A type of 'scavenger hunt' is being developed to accompany the display.

The Chair stated that there were numerous calls into the library while she was present on Saturday. We definitely need to survey the question of being open on Saturday during the summer and possibly closing another day instead.

Rules of order for trustee meetings were discussed for the benefit of the new trustees. It was mentioned that no one should speak to the press without discussing it with the

chair. It was also suggested that trustees visit the library and participate in some of the activities so that they will have a first hand knowledge when they advocate for the library.

The Chair mentioned that she has still not heard from Wally (SPL Foundation). A request was sent on May 2 requesting funds to purchase desperately needed shelving for the Young Adult room. Fred Riley has volunteered to look into the matter of the Foundation.

The chair mentioned some web site suggestions. It will be mentioned to Linda C.

The Chair suggested that the trustees divide into two groups with one group working on the Long Range Plan and the other working on a plan to rejuvenate the Friend's Group. The LRP committee will consist of Terry, Jo, and Fred. The FR committee will consist of Pam, Pat, and Sherri. This plan will not exclude anyone from contributing to the other committee!

Linda Duffy was asked to sign up the library for a table in front of the library on Founder's Day in September.

The Chair suggested supplementing the fudge sale proceeds so that we could purchase a Zoo Pass for the patrons. A motion was made by Terry Lyons and seconded by Fred Riley. Motion passed 5-0. Linda Duffy was asked to purchase a Museum Pass for the Stone Zoo/Franklin Park Zoo for \$300.00.

The Chair requested that the trustees look over the new job descriptions which were presented by the union/staff. They will be discussed at the next meeting.

**TREASURER'S REPORT:** The treasurer's report was read by Jo Vannah. A motion to accept was made by Terry and seconded by Sherri. Motion passed 5-0.

**DIRECTOR'S REPORT:** The Director stated that she has been running reports through NOBLE and has discovered areas that need attention.

The Director stated that by 1/3/12, NOBLE will be converted to an open source catalog. Each staff employee will need to be trained. Diane will look into bringing the trainers to

Saugus and the possibility of closing the library so that everyone can be trained at the same time.

The 'people counter' has been moved to the circ desk to provide a more accurate count.

The SPL is now on Facebook!

The trustees approved of Diane's suggestion to join the Amazon.com Associate Program. The program will give 4%-8% of a patron's purchase to the library! On a motion by Sherri and seconded by the chair, it was voted 5-0 to setup an account. The money will go directly into the trustee's account for now.

Diane has reported that DVD rentals have decreased since the inception of a rental fee.

Diane asked what the fine revenue for overdue materials (due to the town) was for the period of the last 5 years. Linda Duffy stated that it was negligible

Diane stated that we would be receiving two 'free' passes to the USS Constitution Museum!

**NEXT MEETING:** The next trustee meeting will be held on August 1<sup>st</sup> at 6 pm

**ADJOURNMENT:** At 8:55 a motion was made by Fred and seconded by Sherri to adjourn. The motion passed 5-0!