

# Saugus Public Library

Board of Trustees

Minutes

May 3, 2012

Community Room, Saugus Public Library

- Persons Present: Paul Allan, Trustee Chair  
Matthew Canterbury, Trustee  
Gail Murray, Trustee
- Quorum: Yes
- Guests: Diane Wallace, Director
- Call to Order: The meeting was called to order by Paul Allan at 7:03 p.m.
- Citizens' Forum: None, although offered.
- Approval of Minutes: Postponed until next meeting. – **Approved 3-0**  
In future minutes staff positions will be used either in place of or in conjunction with the person's name.
- Director's Report: Diane Wallace gave copies of the letter from the MBLC with the amount of our second and final State Aid award for FY12. SPL received \$11,148.24 in December 2011 and will be receiving another \$12,081.73 in the next few weeks. The board was given accounting documents regarding the State Aid funds held by the town as well. Further clarification is needed on how this report is to be read; Board requests that someone from the Accounting Department in Town Hall walk the Board and Director thru the accounting sheets. The Board also requests electronic files for everything; EXCEPT Financials. The replacement printer and coin machine for Reference have been ordered and will be installed by Noble technicians when they arrive. The staff is excited that this is finally happening. The director distributed copies of what the Town calls "guidelines". These monthly reports are distributed to Department Heads in order to be aware of all expenditures from their respective appropriated budgets. The library is on track to finish the year with enough funds and with approximately 83% of the budget expended at this point. The recent early closure of the library due to a staffing shortage was discussed. Trustee Murray made a motion to keep statistics on staff shortages. – **Approved 3-0.** The Director will prepare a form that will be completed any time there is such a shortage to explain why it happened, how it was attempted to remedy the situation and to note the dates and times of each occurrence. Another form will be prepared to be completed whenever the staff does operate the library with fewer than four employees working; these will be kept on file. The Director will bring a copy to the next meeting.

Evergreen training is going very well. Many of the staff have attended some outside sessions and the Saugus staff trainers have developed a plan to make sure that everyone gets more training all through May. We will be ready to open with the new system on May 29. Anyone who has spent time in training does seem to like it and feels that it's fairly intuitive.

The Director has no new policies to present at this meeting, but it was noted that any new policies should be worded in a positive way if possible.

Staff evaluations should become an annual tool, but there is no system currently in place within the library. The Director will speak with Human Resources to see if the Town has any forms that are already in use. Trustee Murray suggests that staff be required to do a self-evaluation before any other evaluations by supervisors.

Chair's Report:

Chairman Allan discussed reestablishing the Friends of the Saugus Public Library. He has made inquiries as to how it should be done, but much work remains. When established a trustee should serve as a liaison to the Friends. Chairman Allan made a motion for Trustee Canterbury to chair the sub-committee on the Friends. The purpose of this sub-committee is exploratory only. – **Approved 3-0.**

By-laws: There was much discussion on how to approach a revision of the by-laws. There are two sets; one from 1985 and another that appears to be from 2005, but this isn't entirely clear as they are not dated. There were notes in 2005 minutes discussing revisions, but the actual by-laws were not included at that time. Chairman Allan made a motion to have Trustee Murray chair a by-laws sub-committee - **Approved 3-0.** Trustee Murray further motioned to table the by-law discussion for now. – **Approved 3-0.**

Chairman Allan discussed the arrangements for the use of the library bathrooms for the Memorial weekend activities outside.

Adjournment:

A Motion was made by Trustee Canterbury and seconded by Chairman Allan to end the meeting at 8:40 p.m. – **Approved 3-0**

Next Meeting:

The next meeting will be held on June 7, 2012, at 7 p.m.

Respectfully Submitted,



Matthew Canterbury  
Board of Trustees - Secretary