

Saugus Public Library
Board of Trustees
Minutes

June 7, 2012
Fred Brooks Room,
Saugus Public Library

- Persons Present:** Paul Allan, Trustee - Chair
Matthew Canterbury, Trustee - Secretary
Gail Murray, Trustee
- Quorum:** Yes
- Guests:** Crissy Varone, Administrative Assistant
- Call to Order:** The meeting was called to order by Paul Allan at 7:00 p.m.
- Citizens' Forum:** None, although offered.
- Approval of Minutes:** Postponed until next meeting.
Trustee Murray requests Chairman's Report from May 3rd, 2012 minutes be modified to read, "move to close" before Approval 3-0
- Discussion(s):** Joanne or Wendy from Town Hall will come to a Library Trustee meeting to explain the Budget and Breakdown.
By-Law discussion, (in depth and extensive)
Cell Phone Area (Dedicated Area)
Policy and Procedures
 Petty Cash
 Safe Child Policy
Fees/Fines
Business Plan
Community Room by-laws
- Adjournment:** A Motion was made by Trustee Canterbury and seconded by Trustee Murray to end the meeting at 8:50 p.m. **Approved 3-0**
- Next Meeting:** The next meeting will be held on June 21, Thursday, at 7 p.m.

Respectfully Submitted,



Matthew Canterbury
Board of Trustees - Secretary