

Saugus Public Library
Board of Trustees
Minutes

June 21, 2012
Fred Brooks Room,
Saugus Public Library

Persons Present: Paul Allan, Trustee - Chair
Matthew Canterbury, Trustee - Secretary
Gail Murray, Trustee

Quorum: YES

Guests: Diane Wallace, Library Director

Call to Order: The meeting was called to order by Paul Allan at 6:57 p.m.

Citizens' Forum: None, although offered.

Approval of Minutes: Postponed until next meeting.

Discussion(s): Budget
Potential Union Concessions
Outdoor Bistro Seating (Long Range Plan)

Fees/Fines

Trustees were presented with the current fee schedule which also listed 10 additional communities' fee schedules and the Directors suggestions. After discussion and debate the current fees were modified as follows:

Overdue Books & Magazines:	Existing: \$.05/day – New: \$.20/day
Overdue Children's Books:	Existing: \$.02/day – New: \$.20/day
Overdue DVD & Videos:	Existing: \$1.00/day – New: \$2.00/day
CD's and Audiobooks:	Existing: \$.05/day – New: \$.20/day
Prints from Computer:	Existing: \$.15 each – New: \$.20 each
Replacement Library Card	Existing: \$1.00 ea. –New: \$1.00 each
Maximum fine on any item – per item:	

Existing: \$2.00 –New: ???

Maximum fine on Books, Magazines, CD's & Audiobooks – per item:

Existing: \$2.00 –New: \$5.00

Maximum fine on DVD & Video – per item:

Existing: \$2.00 –New: \$10.00

Notary have been removed and requests will be directed to Town Hall

Faxes – Incoming:	Existing: \$Free –New: \$.25/page
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Faxes – Outgoing	Existing: \$Free –New: Same
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Lost Materials:	Existing: Retail Price –New: Same
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Fees/Fines (Continued)

Community Room, 3-tier Rate Structure

Tier 1: Official Town Use & School/Study Groups

Existing: Free –New: Same

Tier 2: Non-Profit (501c3)

Existing: Free –New:

-\$25 for 2-hour (minimum) + \$10 for each additional hour

Tier 3: Commercial

Existing: N/A –New:

-\$25 per hour

Brooks Room: Same as above

A Motion was made by Trustee Canterbury and seconded by Chairman Allan to accept the new fee/fine schedule.

Approved 3-0

Trustee Murray suggests that we do not compare the library against other Town Departments, with regard to budget, finances, etc... All Trustees agreed.

Shelving units for Community Room were discussed; Trustee Murray makes a motion requesting a new copy of quote from “Donnegan Systems, Inc.”, if the same price OK to proceed. Acceptance of the quote must be signed by Library Director and One (1) Library Trustee.

Approved 3-0

Trustee Murray requests a written policy for money handling prior to our July 5th meeting, seconded by Trustee Canterbury.

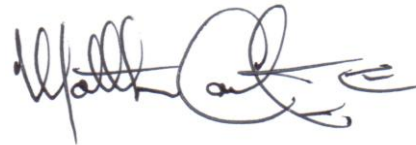
Approved 3-0

Adjournment: A Motion was made by Trustee Canterbury and seconded by Trustee Murray to end the meeting at 8:20 p.m.

Approved 3-0

Next Meeting: The next meeting will be held on July 5, 2012, at 7 p.m.

Respectfully Submitted,



Matthew Canterbury
Board of Trustees - Secretary