

Saugus Public Library

Board of Trustees

Minutes

July 5, 2012

Community Room,
Saugus Public Library

- Persons Present:** Paul Allan, Trustee - Chair
Matthew Canterbury, Trustee - Secretary
Gail Murray, Trustee
- Quorum:** YES
- Guests:** Diane Wallace, Library Director
Angela White, Young Adult Librarian
Dot Amesden, Library Patron/Resident
- 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:**
- April 3, 2012 – Meeting Minutes
Automatic External Defibrillator (Long Range Plan – LRP)
New Countertop (LRP)
New Business: Job Descriptions (Ongoing)
Accepted 3-0
- May 3, 2012 – Meeting Minutes
Guidelines (weekly) (on-going / delayed due to holiday)
Staff evaluations (on-going)
-no form currently (D.W. will research)
Accepted 3-0
- June 7, 2012 – Meeting Minutes
Cell phone Area (to be discussed)
Community room (to be discussed)
Petty Cash Policy (to be forwarded by D.W. to trustees)
Accepted 3-0
- June 21, 2012 – Meeting Minutes
Fees/Fines
Community Room Shelves
Community Room Rate Tiers
-Incorporate into meeting room policy
Money Handling (move to 19th)
Accepted 3-0
- Directors Report:** Budget cut 28% - see document (notes)
Noble (& millennium) stats should be available by July 19
Angela White feels “Chris is essential.”
Job Classifications: Associates (LIFO)
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Assistants (2 people)

Directors Report: Job Classifications: Associates (LIFO)

(Continued)

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Assistants (2 people)

Reduction was coordinated with appropriate department categories

All job description must be Reviewed and Classified.

A motion was made to table the discussion of hours, staffing, vacation, etc. until July 19, 2012 this would allow more time to gather more information from Union and Town Manager.

Motion: Table discussion until next meeting

Approved 3-0

Discussion(s):

New Friends of the Saugus Public Library

-Lawyer: Nelson Chang, volunteered to set-up corporation pro-bono

-There is an Accountant in Peabody? That is used by several other Friends organizations. MC will contact and obtain a quote for cost.

Function: in August, to introduce "New Friends" / Rally

-Open House (sign up for posts)

The Chair makes a motion to appoint Gail Murray as Treasure of B.O.T. and Matthew Canterbury seconds

Motion: Appoint Gail M. treasurer of B.O.T.

Approved 3-0

A motion was made to table a vote on the By-Laws until the next meeting.

Motion: Table By-Law vote until next meeting

Approved 3-0

Saugus Public Library Foundation next meeting is scheduled for July 23 (Monday), the B.O.T. would like to attend if an invitation is extended.

Further Discussion on Open House Function

August 14, 2012 from 6pm-8pm

Sign-ups

Food (cheese/crackers (Pace?), baked goods, water, refreshments)

Matthew Canterbury will draft New Friends by-laws

Matthew Canterbury will ask Fire Chief about auto defibrillator (AED).

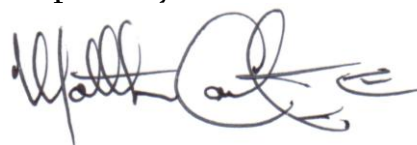
Adjournment:

A Motion was made by Trustee Canterbury and seconded by Trustee Allan to end the meeting at 9:04 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