

Saugus Public Library

Board of Trustees

Minutes

December 6, 2012

Saugus Public Library

Community Room

Persons Present: Paul Allan, Chairman
Matthew Canterbury, Secretary
Gail Murray, Treasurer

Quorum: Yes

Personnel Present: Diane Wallace, Library Director
Mary O'Connell, Head of Reference Department

Guests: Doris Napier and Fae Saulenas

Call to Order: The meeting was called to order by Paul Allan at 6:00 p.m.

Approval of Minutes: Matthew Canterbury motions to approve and accept the minutes from November 14, 2012. Paul Allan seconds.
(Gail Murray abstained due to an excused absence)

Approved 2-0

Citizens Forum:

- Fae Saulenas, had questions regarding Certification:
 1. Town Budget cuts were equal across the Board
 - a. Municipal allocation based on our levy
 2. Free Cash
 3. Minimum staffing concerns
- Paul Allan suggests patrons contact Selectman, Town Manager, etc... to show their support.
- Gail Murray offers that we'll be meeting to formulate a plan.
- Diane Wallace offers that the Town intends to move forward in the future ("Bright Future").
- Gail Murray talked about High School and Middle school synergy.
- Diane Wallace informs everyone that Bethany will be back in February.
- Doris talked about Large Print Books, and how they're very important to her and other visually challenged patrons.
- Diane Wallace asks Fae Saulenas for suggestions: financial focus
 - Fae Saulenas suggests we need to justify cuts

Treasurers Report: -Year-to-Date spending is on par. The library has spent 49% of the total budget.

Communications & Correspondences: None

Page 2

**Library Director
Report:**

Food for Fines going well, 2 pick-ups so far.

ebook count was down due to Noble Network did an update (upgrade).
So no counts were available for 2 days before the day of and day after.

Magazine Subscription Drive is going well but can use more donations.

Paul Allan acknowledges the Directors Report and requests future reports be presented in advance of the meeting.

Diane Wallace talks about digitizing records. Grant from the State.

- Starting with Civil War documents
- Diane Wallace will accept and scan documents to add to the “collection”; “Digital Commonwealth”.
- <http://www.digitalcommonwealth.org> (add link to website)
- STG = Short Term Goal

Page Sirois has returned to the library with an 18 hour/week position.

All programs for the Children’s Room are covered.

**New Friends of
Saugus Public
Library:**

Next Meeting Monday, December 10, 2012 @ 5PM

Chairman’s Report: Story time in the Town Hall for the tree lighting was a SUCCESS!
-Paul Allan publically thanked Karen Allan, Diane Wallace, Patty Griffin, Samantha Lewis, Arthur Grabowski, Chief Blanchard (ret.), and Joyce Rodenhauser for their participation.

January Meeting Agenda was mentioned and discussed.

Special Meetings are discussed and scheduled for December 20 and December 27, 2012 at 6:30PM in the Fred Brooks Room for the upcoming Certification

Old Business: Gail Murray updates everyone that the “Welcome to Saugus” - New Residents Program created by the MEG Foundation has begun to insert the “New Friends of the Saugus Public Library” tri-fold brochures into their welcome kits.

Gail Murray suggested that readings (like the one at the Tree Lighting Ceremony) could be conducted at the Mall or Barnes & Noble in Saugus; to create more awareness of the library and its programs.

Page 3

Citizens Forum: Doris asked about a library book wish list. Diane Wallace informed Doris
-Second offering this is one located on Amazon.com

Adjournment: Gail Murray made the motion to adjourn, seconded by Paul Allan to
end the meeting at 6:51p.m.

Approved 2-0

Next Meeting: The next meeting (Special) to be held on Dec. 20th, 2012, at 6:30 p.m.

Respectfully Submitted,

DRAFT

Matthew Canterbury
Board of Trustees - Secretary