

**Saugus Public Library**  
**Board of Trustees**  
**Minutes**

**December 20, 2012**  
Saugus Public Library  
Fred Brooks Room

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

**Quorum:** Yes

**Personnel Present:** Christopher Amorosi, Library Associate

**Guests:** None

**Call to Order:** The meeting was called to order by Paul Allan at 6:30 p.m., as scheduled.

**Approval of Minutes:** Tabled, as this was a special meeting.

**Citizens Forum:** None, as this was a special meeting.

**Discussion:** Waiver Presentation  
January 3, 2013 – 10AM – Framingham, MA  
Trustees can meet at the library at 8:30AM and carpool

- Trustees need to “defend” budget cuts
- Promote how programs and circulation have increased
- Promote “Assets”, community room, collaboration with schools (Middle School & High School Libraries/Librarians)

Presentation Key Questions:

1. We will need guidance from Town Hall
  - a. P/Time for Maternity Leave
2. Minimum Staffing Requirement required by contract
  - a. Forensic Audit, D.O.R., (not complete)
  - b. Lost Trustees, Lost Friends Group,
3. Town Hall
4. Hours of Service, Free Cash
5. Town Manager promoting the library
6. Yes, Collaboration.
  - a. Cooperative Union, Director and Employees (and YES)

- Decertification would be a bump that we might not recover from
- “New Friends” are moving forward, rebuilding.
- Collections were cataloged (Moving Forward)
  
- Hours: Mon: Popular / Tue: Popular / Wed-Thu: Tapers off / Fri & Sat: ?
  
- Patron Feedback: a locked suggestion/comment box is recommended
  
- “FORWARD PROGRESSION” also “COMMUNITY UNITY”  
LTG: = Long Term Goal  
LTG: Get more Town Boards/Committees to use the Community Room  
STG: Smartboard for Community Room: Movie Nights, Tutoring  
STG: Vending, Family Friendly Atmosphere
  
- Decertification brings Shame and Embarrassment;  
\*\*\*It is the Communities biggest fear...\*\*\*
  
- Overcoming Adversity
  
- By-Laws, Policies and Guidelines reviewed, revised and updated.
  - Copies of everything are available at the library and online.
  - Redundant checks and balances
  - Financial Safeguards
  - TRANSPARANCY (no improprieties exist)
  - Citizens Forum, formally offered at beginning and end of meeting
    - Accept Public input throughout meetings
  
- 15 Minute Presentation
  - Get with Wendy Hatch for a “cheatsheet” on numbers
    - Youth & Rec. / Senior Center Cuts, also Public Safety
  
- Moving Forward: Cross-Training, and Multiple “Hats”
  
- Staff and B.O.T. are closely monitoring spending
  - \*Re-Sourcing vendors for Books, supplies, etc...
  
- BOT take it (appointment & certification) very seriously
  - We met all summer, and set internal deadlines
  - \$800k theft
  - Lack of business procedures and mismanagement by interim Dir.
    - by BOT, Treasurer, no oversight
    - distrust
    - Fin. Comm. was possibly affected by the above.
  
- Developing LTG (Business Plan) with Goals and Metrics
  
- Focuses on Children, Young Adults and Seniors.

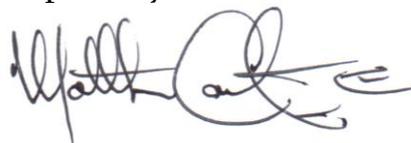
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Adjournment: Matthew Canterbury made the motion to adjourn, seconded by Paul Allan to end the meeting at 8:00p.m.

Approved 3-0

Next Meeting: The next meeting (Special) to be held on Dec. 27<sup>th</sup>, 2012, at 6:30 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Matthew Canterbury". The signature is stylized with a large, circular flourish at the end.

Matthew Canterbury  
Board of Trustees - Secretary