

Saugus Public Library

Board of Trustees

Minutes

December 27, 2012

Saugus Public Library

Fred Brooks Room

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

Quorum: Yes

Personnel Present: Diane Wallace, Library Director
Christopher Amorosi, Library Associate

Guests: None

Call to Order: The special meeting was called to order by Paul Allan at 6:35 p.m., additional time was provided to Trustee Murray, due to traffic.

Approval of Minutes: GM makes a motion to accept minutes from December 20, 2012 with 2 corrections.

Approved 3-0

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

Discussion: Waiver Presentation - January 3, 2013 – 10AM – Framingham, MA

- Paul Allan informs Board that he had discussions with Town Manager
 - The Town and Library Union are close to a contract settlement
- Next special meeting is discussed
 - The Town will spend up to \$56k +/- to bring back employees and move to a full schedule
 - The money would come from an insurance settlement from the theft.
 - Board discussed how this is sustainable, and not just a one-time fix.

FY 2014 \$469k up from \$425k, which is the current \$369k plus \$56k
Note: 13% towards materials is required.

-\$8k should cover 6 months of PT help. Bring in 2 Part-Timers and give back some employee hours based on traffic flow and demand.

-MAR: we meet the required current hours of operation. Possible expanded hours are discussed.

-Diane Wallace informs Board the people counter for FY2012 was 91,060

-Paul Allan wants the Diane Wallace to look at the calendar to track busy times vs. quieter times.

- Diane informs the Board that via the Noble Network 11,855 items were sent out and 8,890 came into the Library for patrons.
- Diane suggests that we take the full 15 minutes at the presentation
- Trustee Murray stressed the importance of speaking only to the MAR and those questions posed in writing from Board of Commissioners

*** Future Meeting Minutes should include a note about weather ***

- 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. Town Hall will need to present
2. I. Misappropriation of Town Funds (Forensic Audit/DOR Guidelines)
 - a. Enterprise Account
 - b. Accounts Re-ClassifiedII. Mismanagement of Library Polices
 - a. of the Library, by the Interim Director
 - b. Lack of oversight by the Board of Trustees
 - c. Financial Accountability
 - d. Theft of Library Funds (Fees/Fines)
3. Town will need to present: 5 year capital inv. plan w/bal. funding
4. Hours of Operation, Personnel, Materials (all still meet MAR)
5. Town: Reports reviewed monthly w/Town Mgr. and Dept. Heads to justify and/or adjust budgetary reviews
6. Hours required: Yes Materials: Yes
 - a. Collaboration.
 - b. Cooperative Union, Director and Employees

- Lengthy discussion and review of documents regarding the 19% reduction.

Adjournment: Matthew Canterbury made the motion to adjourn, seconded by Paul Allan to end the meeting at 8:10p.m.

Approved 3-0

Next Meeting: The next meeting (Special) to be held on Jan. 2nd 2013, at 5:00 p.m.

Respectfully Submitted,



Matthew Canterbury
Board of Trustees - Secretary