

Saugus Public Library
Board of Trustees
Minutes

April 11, 2013

Saugus Public Library – Community Room

- Persons Present: Paul Allan, Chairperson
Matthew Canterbury, Vice Chair
Robert Cox
Irene Jones
Kimberly Lovett, Secretary
Gail Murray, Treasurer
- Absent: None
- Quorum: Yes
- Personnel Present: Diane Wallace, Library Director
- Guests: Walter McKenzie, Library Foundation
Jeannie Bartolo, Library Foundation
- Call to Order: The meeting was called to order by Paul Allan at 6:03 p.m.
- Approval of Minutes: Matthew Canterbury made a motion to approve minutes from the January 10, 2013 meeting, seconded by Gail Murray.
Approved 2-0
- Paul Allan made a motion to table the minutes for the February 7, 2013 meeting to allow Robert Cox time to review them, seconded by Matthew Canterbury.
Approved 6-0
- Robert Cox made a motion to approve minutes from the March 5, 2013 meeting, seconded by the Chair.
Approved 6-0
- Public Comments: Bypass. No public in attendance
- Treasurer's Report: Gail Murray distributed the Overall Spend Plan. In March 2013, there was a \$55,000 increase in the budget. She also distributed the Status of Funds for personal services and explained that the downward spikes are for lack of data. The total material expenditures are in line with just over 7% with the Massachusetts Library Commission website.

Discussion: Paul Allan discussed the Board's need to get a business plan together.

Communications &
Correspondences:

Walter McKenzie provided the Board with an explanation of the Library Foundation. It was founded in 2004 by Douglas Lockwood. It was set up primarily through donations and gifts. The Foundation uses the amount of money from interest earned to support extra programs that the library wants or needs. The money is not utilized for maintenance or salaries.

Approximately three years ago, the Foundation replaced all the computers in the library. They have about a \$364,000 balance and a conservative investment strategy. They can also raise money through fundraisers. The Foundation has from \$15,000 to \$20,000 per year to spend on additional programs. Other projects they have supported included funding a play in Saugus and funding museum passes.

There is a procedure to request money from the Foundation. There is a one page form to complete with information such as the purpose, cost, and timeframe for what you are requesting. It is a private foundation and does not have open meetings. They meet once a quarter. Diane Wallace attends the meetings. There are eight members on the foundation. They will send membership information and a brochure out to the Library Board members electronically.

Library Director
Report:

Diane Wallace discussed summer hours. She made the recommendation to close Saturdays and leave the rest of the week alone. Hours would move from 48 to 44 hours throughout the summer.

Gail Murray expressed concern over working folks, but the library will still be open four nights per week.

Gail Murray made the motion that summer hours should begin on Monday, June 24th and end on Sunday, September 8th. The hours would be:

Monday – Thursday 10 - 8

Friday 10 – 2

Saturday Closed

Motion was seconded by the Chair.

Approved 6-0

Diane told the group that Cherie Shipulski from the Saugus Family Center made a \$2000.00 donation for fiscal year 2012/2013. The funds are in the donation account.

Paul Allan requested a library wish list from Diane Wallace.

Diane showed the group the Dot Amsden plaque that she received for being recognized as the Saugus Person of the Year last year. Dot is a big supporter of the Library. She is a former GE employee and receives matching funds for her contributions. She would like to give it to the Library to display the plaque in the community room.

Matthew Canterbury made a motion to accept the plaque and hang it in the community room, seconded by the Chair.

Approved 6-0

Robert Cox made a motion to send a thank you letter to Dot, seconded by the Chair.

Approved 6-0

Diane informed and invited the Board to the volunteer brunch being held on Saturday, April 20th at 11am. They are using \$100 from the donation account towards the brunch.

Due to the first floor photocopier becoming inoperable, Diane has looked into a Saugus company, BCA (Business Copy Associates). She provided a proposal for new equipment and servicing that includes toner and maintenance.

There was discussion about the machine being self-funding. The Town needed to be approached first about the finance piece. Diane was going to ask Wendy Hatch about a segregated account and possibly making up for any shortfall from other monies, such as state aid. More information was needed prior to a vote on the new equipment.

Diane informed the Board about two free programs being held at the library. Authors were visiting to discuss their books on April 23 at 6:30pm and April 24 at 6:30pm.

New Friends of
Saugus Public Library: No members present

Old Business: Gail Murray asked about the information that was on the white board during the special meeting about short term and long term goals. Matthew Canterbury believed information was incorporated into the minutes.

Gail Murray made a motion for the Board to send a letter to the Saugus Community Television Station Board Chairman to discuss the possibility of wiring the Library community room.

Approved 6-0

Paul Allan and Kimberly Lovett agreed to draft the letter.

Gail Murray also asked about the summer reading list. Diane will follow up with reference librarians and will obtain the reading list.

New Business: At the next meeting, the Board will follow up on where we stand with the wish list.

Public Comments: None

The group took a break from the meeting to have a full library tour for required maintenance and improvements.

Adjournment: Matthew Canterbury made the motion to adjourn, seconded by the Chair to end the meeting at 8:39 p.m. **Approved 6-0**

Next Meeting: The next meeting to be held on May 2, 2013, at 6:00 p.m.

Respectfully Submitted,

Kimberly Lovett
Board of Trustees - Secretary