

Saugus Public Library  
Board of Trustees  
Minutes

May 2, 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: Chet Stentiford
- Call to Order: The meeting was called to order by Paul Allan at 6:00 p.m.
- Approval of Minutes: Matthew Canterbury made a motion to approve minutes from the February 7, 2013 meeting (tabled from a prior meeting), seconded by the Chair.  
**Approved 6-0**
- Matthew Canterbury made a motion to approve minutes from the April 11, 2013 meeting, with amendments from the additions recommended in an email by Robert Cox, seconded by the Chair.  
**Approved 6-0**
- Public Comments: Bypass. No public in attendance
- Communications & Correspondences: Chet Stentiford was an invited guest who spoke about a dedication to women veterans that is being held on May 25, 2013 at the Veteran's Park. A tree will be planted at the corner of Winter and Central Streets at 3pm. Mr. Stentiford would like to display the spade used for the ground breaking in a mahogany and glass case (made by Carmen Moschella) along with a letter from the Governor in the Saugus Public Library.

He has reserved the Community Room for June 4, 2013 at 6 pm for the unveiling ceremony. The Town Manager and Board of Selectmen will be invited.

He also discussed a poster contest that was held in the elementary schools for grades 1 through 4. Two first graders and two fourth graders were the winners.

Gail Murray stated her strong support for Women Veterans. She had multiple questions for Chet Stentiford regarding his Creative Gardens programming, 501c5 status and monies donated. He has collected \$1400.00. The extra money will be utilized for the future development of a garden. Gail Murray questioned other individuals and organizations turning down Mr. Stentiford's previous requests, which was denied by both the Chair and Mr. Stentiford as inaccurate information.

Robert Cox asked the Chair to close this line of questioning as it was not related to the question of whether or not the Library would accept the encased shovel as a permanent display and maintain it in perpetuity. After the Chair closed this line of discussion, Robert Cox asked Mr. Stentiford if his gift was in any way to be used as an advertisement for services rendered by the donators. Mr. Stentiford responded that there would be no mention of his or Mr. Moschella's name anywhere on the unit.

Matthew Canterbury made a motion to accept the display case with spade from the Women's Veterans ground-breaking as a gift to the Library, with final destination of the case to be determined, seconded by Robert Cox.

**Approved 5 – 1**

Matthew Canterbury made a motion to accept June 4, 2013 at 6pm as presentation date or "unveiling" of the display in the community room, seconded by the Chair.

**Approved 5 – 1**

Treasurer's Report: Gail Murray reported that the Library was on track with expenditures for the month and praised the excellent circulation numbers.

Library Director Report:

Diane Wallace provided multiple reports via email, such as the people counter and circulation report. She agreed to email the April number of eBooks, which were not yet final.

Diane told the group about two programs that Cherie Shipulski was running in June, *The Happiest Baby* and the *Brain Building Zone*. She

informed the Board about Literacy Day and the literary parade where the children could dress up as a character in their favorite book.

Diane discussed the upcoming two sessions about personal safety and building safety that were being given by Detective Fred Forni. He would review recommendations for fixes and improvements.

Diane has been working with Wendy Hatch on a system that will allow people to pay overdue fines or make donations online via the library website.

The Circulation Policy was distributed. Robert Cox made a motion to adopt the Circulation Policy, seconded by the Chair.

**Approved 6-0**

The American Library Association Library Bill of Rights was distributed. Gail Murray made a motion to adopt the Bill of Rights, Irene Jones seconded.

**Approved 6-0**

A copy will be added to the website and posted internally in the library (see attached).

**New Friends of**

**Saugus Public Library:** No members present. Matthew Canterbury attended the meeting and informed the Board that the Friends were waiting to hear back on the 1023.

**Chair Report:**

Although a letter was drafted to the SCTS Board of Directors, Paul Allan stated that this project seemed to be already in the works to have the wiring done at multiple town buildings.

Paul Allan and Kimberly Lovett agreed to meet as part of a subcommittee to approach the Town Manager to obtain additional information, and then write a letter if necessary. At this point, there is not enough information to send the letter to the SCTS.

The new IT person will be invited to the June 6, 2013 meeting to assist with the Library's overall technology plan.

**Old Business:**

Gail Murray asked again about the summer reading list. Diane informed the group that an email was sent to the teachers and a list is in progress.

Diane Wallace discussed the wish list and possible presentation at future meetings by the reference, young adult and children's librarian. Diane will

discuss the overall wish list. She will plan for two people to speak at the June meeting.

New Business: An outline of the Business Plan is needed.

Scheduling – Robert Cox brought up the possible change of monthly meetings to the second Thursday of each month so that all the numbers would be available by the time of the Board meeting. There was some discussion.

Public Comments: None

Adjournment: Irene Jones made the motion to adjourn, seconded by the Chair to end the meeting at 7:29 p.m. **Approved 6-0**

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

Respectfully Submitted,

Kimberly Lovett  
Board of Trustees - Secretary