

# Saugus Public Library

## Board of Trustees

### Minutes

**September 5, 2013**

Saugus Public Library - Community Room

- Members Present:** Paul Allan, Chairman  
Matthew Canterbury, Vice-Chairman  
Gail Murray, Treasurer  
Irene Jones, Trustee  
Robert Cox, Trustee
- Members Excused:** Kimberly Lovett, Secretary. Trustee Canterbury will be Acting Secretary
- Quorum:** Yes
- Personnel Present:** Christopher Amorosi, Library Associate
- Personnel Excused:** Diane Wallace, Library Director
- Guests:** Joanne Eves, New Friends of the Saugus Public Library
- Call to Order:** The meeting was called to order by Paul Allan at 6:00 p.m.
- Weather:** Warm, Clear
- Approval of Minutes:** Trustee Cox makes a motion to accept minutes from June 6, 2013, Chairman Allan seconds.

**Approved 4-0**

\*Treasurer Murray abstained due to absence.

**Public Comments:** None, Although Offered

#### **New Friends of the Saugus**

**Public Library:** An overview of the Founders day book sale was provided; \$5 per bag of books program will continue. Logo'd Writing Pens were made for sale.

**Discussion:** Annual Report Information Survey - ARIS (FY2013/FY2014) was discussed. FY13 Circulation was discussed. Trustee Murray wants to note in the minutes that numbers are UP month to month. Fall Hours were discussed. Trustee Cox mentions that other Town Libraries are open on Sundays. Trustee Allan requests a snapshot of hour from 4PM, Mon-Thur. Also 2PM, 4PM, 6PM readings (2 hour snapshots). Trustee Murray makes a motion to accept Library Directors proposed hours to increase from current to 52 hours per week. Trustee Allan seconds.

**Approved 5-0**

**Trustee Report:** Trustee Cox reports on Perkins School for the Blind. Digital Playback of Book Machines, Data and Machines are Free, only cost is "Diskettes".  
\*Mass. Comm. for the Blind

**Directors Report:** Presented in absentia.  
FY2013 Budget/Actual Report was presented.  
"Food for thought" film and lecture series was outlined. Trustee Cox suggested a "disclaimer" be placed on flyers; he will draft a sample.  
Superintendent of Schools expressed his desire to work with the Library.

**New Business:** Trustee Allan requests other Trustees review Behavior, Volunteer and Internet Access Policies.  
CORI checks were discussed.

**Relinquish the Chair:** At 6:50PM Trustee Chairman relinquished the Chair to Trustee Vice-Chairman Canterbury, due to the need to appear at another meeting.

**New Business (Cont):** Trustee Murray raised a concern about meeting that was recently held in the community room. The concern was that it was in violation of our Meeting Use Rules. Trustee Cox requests ??? Trustee Canterbury in the capacity of Acting Chairman tables discussion to have the matter discussed by the full Board and Library Director at the next meeting.

The lack of response from the SPL Foundation to the Library Directors requests will be on the next meeting's agenda. Director Wallace has made 2 attempts.

Trustee Murray brings up the topic of a Bookmobile, similar to Beverly, MA, and suggests that a feasible study be conducted.

Trustee Canterbury offered an explanation on why the Libraries alarm was tripped on Saturday, August 31, 2013.

Trustee Cox, who is also a GLSS (Greater Lynn Senior Services) member, share information regarding information kiosks, there are available at no cost, via a grant. To be discussed at next meeting.

**Public Comments:** Donna Manoogian entered the meeting and inquired about Library hours.

**Adjournment:** Motion to adjourn the meeting was made, seconded by Trustee Canterbury to end the meeting at 7:33p.m.

Approved 4-0

**Next Meeting:** The next meeting to be held on October 10<sup>th</sup>, 2013, at 6:00 p.m.

Respectfully Submitted,



Matthew Canterbury  
Board of Trustees - Vice-Chariman