

Saugus Public Library
Board of Trustees
Minutes

November 7, 2013
Saugus Public Library – Community Room

Persons Present: Matthew Canterbury, Chair
Robert Cox
Irene Jones
Kimberly Lovett, Secretary
Gail Murray, Treasurer

Absent: None

Quorum: Yes

Personnel Present: Diane Wallace, Library Director

Call to Order: The meeting was called to order by Matthew Canterbury at 6:00 p.m. Mr. Canterbury announced that Paul Allan was elected as a Saugus Selectman and could no longer serve on the Library Board of Trustees.

Approval of Minutes: Robert Cox made a motion to approve minutes from the September 5, 2013 meeting, seconded by the Chair.

Approved 5-0

Robert Cox made a motion to approve the informal meeting minutes from the October 10, 2013 meeting as presented, seconded by the Chair.

Approved 4-0

Gail Murray abstained as she was not present at the October meeting.

Public Comments: None but offered

Treasurer's Report: Gail Murray reviewed the monthly financial statements. She reviewed the invoices and recommended looking for discounts and other sources for sales when purchasing books.

Communications &
Correspondences: Nothing to report

Library Director
Report: Diane Wallace reported about personnel changes that were causing a Library shortage in personnel. Library associate Nicole Rheaume has

taken a position in New Hampshire. The full time children's librarian, Bethany Templeton Klem has also taken another position with a shorter commute and more money. The part-time children's librarian, Martha Morgan, has taken the full-time position and she is very qualified. Therefore, the part-time children's librarian position has been posted.

The library will also need two part-time associates and one cataloger, which position was filled very briefly and did not work out.

The Thanksgiving hours were discussed. Gail Murray made a motion for the library hours to be Wednesday 10 – 2 (as in prior years), and closed Thursday and Friday and to reopen Saturday November 30, 2013. The motion was seconded by the Chair.

Approved 5-0

Christmas and New Year's hours were also discussed.

12/24 – Short day

12/25 – Closed

12/26 – Regular hours

12/31 – Short day

1/1 - Closed

1/2 – Regular hours

New Friends of

Saugus Public Library: No members were present. Diane told the Board that the New Friends received a very generous donation from Saugus resident, Dot Amsden. She donated a \$10,000 check which will be matched by GE. Library staff is hoping for children's room improvements.

Chair Report: Nothing to report

Old Business: The Board was asked for a member to serve on the Library Foundation. Matthew Canterbury nominated Robert Cox as Interim liaison to the Library Foundation.

Approved 5-0

The play rehearsals have been completed. There were no issues. Paul Allan and Matthew Canterbury donated their time to let them in and out of the Community room.

Robert Cox made a motion to address the meeting room now rather than in new business, seconded by the Chair.

Approved 5-0

All the trustees did not have the proper policies to review. Gail Murray was going to forward the November 7, 2011 policy and proposed amendments to the Board to discuss at the next meeting as new business.

New Business: The Board discussed the Food for Fines program. Robert Cox made a motion to accept the Food for Fines program as a perpetual program, seconded by Matthew Canterbury.

Approved 5-0

There was a discussion about a Christmas tree and the donation of hats and mittens. Kimberly Lovett made a motion to have a Giving Tree program for donations of hats, mittens and other clothing items to begin around Thanksgiving, second by Matthew Canterbury.

Approved 5-0

Robert Cox made a motion to accept the Senior Citizens of Saugus Overdue Fine Rule as proposed, seconded by Matthew Canterbury.

Approved 5-0

Diane Wallace left the meeting to make copies of the Behavior Policy.

Kimberly Lovett made a motion to accept public comments out of order, seconded by Matthew Canterbury.

Approved 5-0

Public Comments: There were no public in attendance. Nothing to report.

New Business cont... Matthew Canterbury acknowledged the work of Paul Allan on the Library Board of Trustees. Robert Cox made a motion to draft a letter in appreciation to send to Paul Allan, seconded by Matthew Canterbury.

Approved 5-0

Matthew Canterbury has five working days to notify Selectmen of the vacancy of the Chair position.

Robert Cox made a motion to accept the Behavior Policy for Library Users as amended after being re-read by Diane Wallace.

Approved 5-0

Robert Cox moved to table the Internet Access Guidelines for Acceptable Use Policy until the next meeting.

There was discussion about the purchase of the server and iPads. They will purchase a buffalo drive which Jim Rivers, the IT Director, would install. Kimberly Lovett made a motion to approve the purchase of these items, including covers and maintenance plan, up to \$3200, seconded by the Chair.

Approved 5-0

Robert Cox asked if the library had a policy about the maximum number of items that could be lent out on a single library card. This is not an issue.

Robert Cox made a motion that a policy is not necessary at this time, seconded by Matthew Canterbury.

Approved 5-0

Gail Murray had questions about books on CD. Diane told her that business was good in that area. She asked about a book mobile, but the startup costs could be approximately \$200k. Currently six people are utilizing the home bound delivery program. It was suggested that information about the program could be placed in the Senior Center newsletter, messages added on the cable channel, or GLSS messages.

Diane Wallace spoke about the two free author programs that were coming up at the library.

Adjournment: Gail Murray made a motion to adjourn, seconded by Matthew Canterbury.

Approved 5-0

The meeting ended at 8:12 p.m.

Next Meeting: The next meeting to be held on December 5, 2013, at 6:00 p.m.

Respectfully Submitted,

Kimberly Lovett
Board of Trustees - Secretary