

Saugus Public Library
Board of Trustees
Minutes

December 5, 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 6:01 p.m.
Kimberly Lovett was late but entered the meeting upon her arrival.

Approval of Minutes: Robert Cox made a motion to approve minutes from the November 7,
2013 meeting, seconded by the Chair.

Approved 5-0

Public Comments: None

Treasurer's Report: Gail Murray reviewed the monthly financial statements. There were 0%
discounts on literature. The Library is right on target with the remaining
balance on budget.

Communications &
Correspondences: Nothing to report

Library Director
Report: Diane Wallace reported that the Library applied for a second grant and
would like to finish the yearbooks as they were only completed up to
1969.

They hired two new part-time personnel for circulation and children's,
Mary Jean Lucas and Heidi Murphy. They are close to hiring a part-time
Children's librarian as well. The job for cataloger is also posted.

Randy Sue Abba, the Director of the New Friends, awarded the Library \$1000 to buy books for the children's room. Gail Murray made a motion to accept the donation. The motion was seconded by the Chair.

Approved 5-0

Diane distributed the People Counter and Circulation of all materials for review. The flat screen and server have both been ordered. The "Giving Tree" was purchased.

New Friends of
Saugus Public Library: No comments – observing only

Chair Report: Matthew Canterbury provided a copy of the letter that he sent to the Board of Selectmen regarding Paul Allan and the vacancy on the Library Board of Trustees.

He informed the Board about the Snowmen theme reading for the Annual Tree Lighting at 5:30 p.m. in the small conference room in the Town Hall.

Old Business: Holiday Hours
12/24 – Short day 10-2
12/25 – Closed
12/26 – Regular hours

12/31 – Short day 10 - 2
1/1 - Closed
1/2 – Regular hours

Gail Murray made a motion to accept the Holiday hours, seconded by the Chair.

Approved 5-0

The Food for fines program was going well and there were already 200 items picked up for donations.

New Business: The Board discussed Internet Access Guidelines for Acceptable Use. Robert Cox mad a motion to accept as submitted with the following modification "Third offense, revocation of all computer access for six months." This was seconded by the Chair.

Approved 5-0

Gail Murray made a motion to table the Meeting Room Use Policy until the next meeting, seconded by the Chair.

Approved 5-0

Diane Wallace agreed to review the two documents and put together a draft for the next meeting.

Public Comments: None

Other Business: Robert Cox brought up the topic of naming the library after Janet Leuci. She passed away in November 2013 and was an educator. She got funding to keep the library open and the thought is that this would be a good way to recognize her.

Diane called the Mass Board of Library Commissioners but did not receive a response as of the costs to rename the library, The Janet Leuci Memorial Library.

Jeanne Bartolo spoke about the positives of Janet Leuci and asked for support from the Board for the renaming. Jeanne told the Board that Janet's only agenda was the love of the town.

Gail Murray would like to put it out for public comment and have this put on the agenda for the next meeting as new business.

Gail Murray expressed her need to step down from the Treasurer's position. Robert Cox is open to the Vice Chair position and Irene Jones to becoming Treasurer. This will be discussed further in January.

The New Friends have ornaments for sale at the library for \$1.00 each.

Adjournment: Robert Cox made a motion to adjourn, seconded by Matthew Canterbury.

Approved 5-0

The meeting ended at 7:10 p.m.

Next Meeting: The next meeting to be held on January 9, 2014, at 6:00 p.m.

Respectfully Submitted,

Kimberly Lovett
Board of Trustees - Secretary