

Saugus Public Library
Board of Trustees
Minutes

February 6, 2014
Saugus Public Library – Community Room

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

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.

Approval of Minutes: Robert Cox made a motion to approve minutes from the January 9, 2014 meeting, seconded by the Chair.

Approved 5-0

Public Comments: None

Treasurer's Report: Diane Wallace reviewed the monthly financial statements. The Library expended 57% of the budget and is right on schedule with the remaining balance on budget.

Communications & Correspondences: The Saugus Cultural Council donated \$2210 for five programs for children that will be stretched throughout the summer.

Robert Cox advised the Board that the Saugus Advertiser had the announcement for the new trustee in the paper.

Library Director Report: Diane Wallace reported that there was a meeting held with the High School librarian, Middle School librarian and three library staff. There was discussion about the summer reading program, and ways to collaborate more. Additional meetings will be planned.

The Belmonte Middle School is hosting a library legislative breakfast on March 7, 2014. Trustees were invited to attend.

The annual magazine campaign is going well. Toni Rothwell took on the project to solicit donations from the community for magazine subscriptions for the library. Robert Cox suggested adding the list of sponsored magazines to the website.

Diane provided a proposal for hiring four Saugus teens for summer employment using state aid funds (currently about \$63,000). Each person would work 15 hours p/week for 8 weeks, earning \$120 p/week for a total cost of \$3840 for the summer.

Gail Murray made a motion to accept the proposal for hiring Saugus teens for summer employment, seconded by the Chair.

Approved 5-0

There is a job fair at the high school in May that may assist with the hiring process.

The Food for Fines program was a success. There were 530 food items and 30 items of clothing donated to local food pantries.

Circulation was also up over the last January by 8%.

The Foundation's last meeting will be held Thursday, May 15th. Ambassador Jim Jeffrey (Albania, Turkey and Iraq) will be speaking as part of a speaker series at 7p.m. at the Town Hall. There will be an introduction in the library prior to the Town Hall.

New Friends of
Saugus Public Library: No comments

Chair Report: Matthew Canterbury stated that the Library Board of Trustee position has been posted at the Town Hall.

Old Business: The Library renaming was discussed. Robert Cox recommended incorporating Saugus and Janet Leuci in the name.

Robert Cox made a motion to prepare an article for annual town meeting to recommend the renaming of the Library without an official name, seconded by the Chair.

Roll Call vote:
Matthew Canterbury: N
Robert Cox: Y
Irene Jones: Y
Kimberly Lovett: N
Gail Murray: N

Motion does not pass 2-3

New Business: Diane is working on the Capital Improvement Plan to be submitted by Friday, February 7th. She is also looking at a consultant to assist with the strategic planning project. The plans should cover 3 – 5 years and is due by October 1st.

Kimberly Lovett made a motion to hire Owen Shuman Consulting to assist the Library with the creation of the strategic plan, seconded by the Chair.

Approved 5-0

Some of the items the library needs include carpeting, interior painting and furnishings.

Public Comments: None

Other Business: Diane distributed handouts for the free program on Wednesday, February 26 at 6:30p.m. in the community room regarding Genetically Modified Organisms (GMOs) in our food products.

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

Approved 5-0

The meeting ended at 7:23 p.m.

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

Respectfully Submitted,

Kimberly Lovett
Board of Trustees - Secretary