

Saugus Public Library
Board of Trustees
Minutes

March 6, 2014
Saugus Public Library – Community Room

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

Absent: Gail Murray, Trustee (Excused)

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: Irene Jones made a motion to approve minutes from the February 6, 2014 meeting, seconded by the Chair.

Approved 4-0

Public Comments: Deidra Festa, from Webster First Federal Credit Union, was present. The Credit Union employees participated in a dress down day at work, where they could wear jeans for a donation. The money raised \$500 was donated to the Saugus Public Library to be used for an author series. Deidra presented the check to the Trustees.

There were no other public comments.

Treasurer's Report: Diane Wallace reviewed the monthly financial statements. The Library expended 64% of the budget and is right on schedule with the remaining balance on budget. There were updates to cash collected at the Library and deposited with the Town Treasurer.

Communications &
Correspondences: Nothing to report

Library Director
Report: Diane Wallace reported that the circulation numbers were still ahead of last year, without the e-book figure. She also provided a list of digital documents.

The Saugus Cultural Council is fully funding five children's programs at the Library from March through August, including Nappy's Puppets, Mike the Bubble Man, Curious Creatures, a magician, and the Whalemobile. They have also funded an adult art program and two young adult programs.

The movie, Gasland, is showing for free at the Library on March 26, 2014. Additionally, the author Peter Swanson, who wrote *The Girl with a Clock for a Heart*, is booked for April 30th at no charge.

The New Friends met on March 5, 2014 and received a matching grant from the GE. They donated \$200 for magazine subscriptions, including Saugus Life and a children's magazine. They also purchased 200 book bags. 100 will be given out for free during National Library week starting on April 13th.

Diane suggested having a fine amnesty to celebrate that week, for four days plus Saturday (closed on Good Friday).

Robert Cox made a motion for the Library to provide an amnesty program to waive fines for the week of April 13th, seconded by the Chair.

Approved 4-0

The *Adopt a Magazine* program has received \$1060 so far from twenty different people. The strategic plan, with the assistance of Owen Shuman, is in the works.

Two budgets were submitted: a level funded budget and an increased budget for 59 hours, which is approximately \$62,000 more. This would be an increase of 7 hours per week, possibly allowing the Library to open at 9 instead of 10am.

New Friends of

Saugus Public Library: No members in attendance. Included in Library Director Report

Chair Report: Matthew Canterbury stated that the job fair is being held on May 7, 2014 from 12:30 to 2pm. Diane will speak to human resources about posting the teen employment positions.

Old Business: The Library Board Treasurer position is open. It may be possible to modify the bylaws to not have a Treasurer on the Board. The Treasurer at the Town Hall could perform the duties. This will be added to next month's agenda as new business.

The recommendation for Capital Improvement is carpeting the entire building for approximately \$90,000.

Sonny's Tinting provided a proposal for window tinting at a 50% discount for the Library. The cost would be \$1306, but his proposal was half that amount at \$653. This would solve the problem with the fading books from the sun. Diane was going to ask the New Friends to see if they could help with the project.

New Business: Nothing to Report

Public Comments: None

Other Business: None

Adjournment: Irene Jones made a motion to adjourn, seconded by Matthew Canterbury.

Approved 4-0

The meeting ended at 6:37 p.m.

Next Meeting: The next meeting to be held on April 3, 2014, at 6:00 p.m.

Respectfully Submitted,

Kimberly Lovett
Board of Trustees - Secretary