

Saugus Public Library  
Board of Trustees  
Minutes

May 8, 2014

Saugus Public Library – Community Room

Persons Present: Matthew Canterbury, Chair  
Robert Cox, Vice Chair  
Debra Dion-Faust, Trustee  
Cynthia Fordham, Trustee  
Irene Jones, Trustee  
Kimberly Lovett, Secretary

Absent: None

Quorum: Yes

Personnel Present: Diane Wallace, Library Director

Call to Order: The meeting was called to order by Matthew Canterbury at 6:04 p.m.

Approval of Minutes: Cynthia Fordham made a motion to accept the minutes from the April 3, 2014 meeting with modifications, seconded by the Chair.

**Approved 5-0**

Robert Cox abstained as he was not present at the prior meeting.

Public Comments: There were no public comments.

Monthly Financial Statement: Diane Wallace reviewed the monthly financial statements. The Library needs to spend the rest of its budget in 6 weeks. Diane reviewed the Cash collected at the library report for FY14.

Communications & Correspondences: Nothing to report

Library Director Report: The circulation report was distributed and is up 16% from the prior year.

Diane Wallace reported that the Foundation is working on their May 15<sup>th</sup> event. They voted to help fund new furnishings in the children's room in the amount of \$7000.00. The children's room already received a \$2000.00 grant from the Coordinated Family and Community

Engagement; so many items have already been ordered. The ship in the children's room has been dismantled.

The New Friends commissioned Carmen Moschella to build two CD cabinets for the library, which are almost completed. They also funded additional passes for the Peabody Essex Museum and Zoo New England. Their annual meeting will take place on June 4<sup>th</sup> at 6 p.m.

Diane attended the job fair at Saugus High School and received more than 20 applications for the part-time summer positions and was expecting even more.

For library staff, the cataloger Valerie Robinson is working out well and a new part-time associate Patricia McMahon is starting on May 12<sup>th</sup>. The newest part-time children's librarian, Helena Papaioannou, will be leaving in mid-July and will not return.

Diane reminded trustees to RSVP for the Foundation event for all those who are attending the reception on May 15<sup>th</sup>.

New Friends of  
Saugus Public Library: None

Chair Report: Matthew Canterbury reported that he became a town meeting member for precinct 6. This is not a conflict with the Library Board.

He reported that long range planning sessions were held with Owen Shuman. He specifically thanked all those present for their time and participation. Attendees included Natasha Vogt, Martha Morgan, Edward Jeffrey, Michelle Azzari, Donna Manoogian, Corinne Riley, Paul Allan, and Diane Wallace. Matthew discussed a vision statement that will be brought for a vote at the next meeting.

Matthew Canterbury recommended we table the votes for Board positions until the next meeting.

Old Business: There was a discussion about amending the by-laws regarding the Treasurer position. Robert Cox made a motion to form a subcommittee to create verbiage to modify the Treasurer position; seconded by the Chair.

**Approved 6-0**

Cynthia Fordham and Irene Jones volunteered to be members of the subcommittee.

New Business: Robert Cox made a motion to accept the Volunteer Policy as proposed; seconded by the Chair.

**Approved 6-0**

Public Comments: None

Other Business: Robert Cox discussed the Greater Lynn Senior Services (GLSS) Health Kiosk. It would provide information on health and mobility issues. It had games to teach people how to use computers and exercise their minds. It is free of cost and needs to be located in a place that is handicap accessible.

There are currently four in the following locations:

Lynn Senior Center

Lynn Library

Beverly Council on Aging

Danvers Council on Aging

They are looking to have a location in Saugus. It would need a power source and reasonable security. It may bring in additional floor traffic to the library. It was agreed to look into it further.

There is one upcoming author visit:

Marilyn Roach – May 19<sup>th</sup>

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

**Approved 6-0**

The meeting ended at 7:12 p.m.

Next Meeting: The next meeting to be held on June 5, 2014, at 6:00 p.m.

Respectfully Submitted,

Kimberly Lovett  
Board of Trustees - Secretary