

Saugus Public Library
Board of Trustees
Minutes

December 4, 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 6:31 p.m.

Approval of Minutes: Cynthia Fordham made a motion to accept the minutes from the November 6, 2014 meeting, seconded by the Chair.

Approved 6-0

Public Comments: The co-chairs of the New Friends of the Saugus Public Library, Pam Gill and Pauline Gautreau, were present to discuss their Winter Family Fun Day on December 13, 2014 from 10 a.m. to 1 p.m. There will be a store selling wine glasses, tote bags, pens, and other items. There will be games, coloring, crafts, and readings.

Monthly Financial Statement: Diane Wallace reported that the system was still down for maintenance.

Communications & Correspondences: **Letter to the Editor:** There was a letter to the editor in the Saugus Advertiser that referred to a past incident where funds were stolen from the original friends group, as well as GE match funds totaling over \$800k. The Board feels very badly about what happened, however the funds are not at the Library.

As far as the recovery of funds, the person was incarcerated and there is a house lien. That Friends group no longer exists. The Library has been

reimbursed for up to \$100k with insurance funds through the town insurance.

Recently a bench was placed outside the Library. It has been inside the Library for years and was not a recent purchase. The person writing to the paper felt that this bench was donated subsequent to the theft. This was not the case.

There were many victims to this incident. There are more controls in place now and going forward. People are back to donating to the Library.

Memorial Day Closing: A resident recently questioned why the Library closed Saturday of Memorial Day weekend and the costs involved in that closing. Due to the road race and parade, both parking and getting around is difficult on that day. The staff was paid a total of \$429 in lieu of working that day. The Trustees agreed to the close. For this particular year, summer hours were not yet in effect.

Library Director
Report:

Diane Wallace discussed the new staff, which included:

Eleanor Rogers – 18 hours per week, part-time children’s librarian, Masters from University of Washington

Denise Hills – 16 hours per week, part-time reference librarian, Masters from Connecticut State University

Valerie Robinson – 25 hours per week, 1st cataloger in over two years, Masters from Simmons

Chelsea Bell - 18 hours per week, part-time library associate, part-time library student as well

Barbara Pozark - 18 hours per week at desk, bookkeeper/computer assistant background

Next, holiday hours were reviewed. The town hall is closing on 12/24 at 1 p.m. and closed on Friday 12/26. They are closing on 12/31 at 3 p.m. and closed on Friday 1/2. Debra Dion Faust made a motion to close the Library on 12/24 at 1 p.m. and on 12/31 at 3 p.m. and resume normal Friday and Saturday hours after the Holidays; seconded by Cynthia Fordham.

Approved 6-0

There have been issues with teens causing problems, such as books in the toilet, obscene graffiti in the elevator, and missing items from the children’s room. Police were in every afternoon this week.

As a result, there was a brief discussion about security cameras.

Diane reported that the long range plan was approved by the state except the word "lobby" for funding. We can't lobby.

Diane encouraged everyone to join the New Friends and provided membership pamphlets. She also discussed email issues, but they will be corrected in January as they are going to Gmail.

Policies will be discussed at the next meeting. Diane sent a letter regarding the value of Noble. She is on the executive committee.

On January 21st at 6:30 p.m., Elizabeth Thompson will be providing an eBook demonstration.

Finally, circulation is up 1% over last year.

New Friends of
Saugus Public Library: See Public comments

Chair Report: Matthew Canterbury questioned if Jim Rivers from IT followed up with Diane. She said he came and took the device to configure it approximately three weeks ago. She sent him an email but has not heard back.

Old Business: Tree Lighting:
Debra Dion Faust completed the slate of volunteers for the readings:
Crystal Cakounes 6:30
Susan Thomas 6:45
Arthur Grabowski 7:00
Dianne LoRusso 7:15
Chief Blanchard 7:30
Rick Fail 7:45
Cynthia Fordham 8:00/8:15
Thanks to the tree lighting committee and Debra Dion Faust for all her hard work

New Business: Adult Education:
There were scheduling conflicts with the School Committee. This will be placed on February's meeting

Public Comments: There were no public comments.

Adjournment: Debra Dion Faust made a motion to adjourn, seconded by Matthew Canterbury.

Approved 6-0

The meeting ended at 7:30 p.m.

Next Meeting: The next regular meeting to be held on January 8, 2015, at 6:30 p.m.

Respectfully Submitted,

Kimberly Lovett
Board of Trustees - Secretary