

Saugus Public Library  
Board of Trustees  
Minutes

April 7, 2016  
Saugus Public Library – Community Room

Persons Present: Debra Dion Faust, Vice Chair  
Cynthia Fordham, Trustee  
Laura Flynn, Trustee  
Roseann Luongo, Trustee  
Gail Murray, Trustee

Absent: Cynthia Fordham, Trustee  
Michael Coller, Trustee

Quorum: Yes

Personnel Present: Mary O’Connell, Interim Library Director

Call to Order: The meeting was called to order by Debra Dion Faust at 6:30 p.m.

Approval of Minutes: Approval of the March 3, 2016 minutes tabled for Approval at the May 2016 meeting.

Public Comments: There were no public comments.

Monthly Financial Statement: Mary O’Connell reported that there were no big expenditures, just routine supplies and books. Per Gail Murray’s request, Mary O’Connell agreed to check and see if book discounts could be shown on the statement in the future.

Communications & Correspondences: NA

Library Director Report:

- Mary discussed the following:
  - The fact that this would likely be her last meeting and it has been her pleasure to serve as the Interim Director. She also discussed suggestions for orientating the new Director who starts 5/9/16. To include:
    - MUNIS Training
    - Introduction to NOBLE
    - Evergreen Training
    - Basics of Library: Payroll, Scheduling, Budget

- Roles of Staff, New Friends, Foundation and Volunteers
  - Introduction to Physical Building with the custodian
  - Library Policies
  - Union Contract
- The Children’s Department has 2 new Librarians: Amy Melton is the Full Time Head of the Department and Nicole Meany is Part Time. Both Bring extensive experience and come with excellent recommendations.
- Circulation: circulation statistics are consistent with what they were last year on average.
- Finances: the report presented did not include encumbered items and therefore did not include all expenses.
- Budget: The Finance Committee approve the Budget Recommendations previously approved by the Town Manager and Board of Selectman.
- Summer Interns: This year they would like to hire 2 summer interns for 8 weeks starting in July and pay them \$10/hour.
- National Library Appreciation Week + National Volunteer Week:
  - April 16<sup>th</sup> is the Annual Volunteer Appreciate Brunch
  - National Library Week is 4/10-16 and to celebrate there will be book amnesty, no fees for returning books. They will also celebrate with special displays and library themed crafts and events. Foundation Gala, which was a well-attended and very enjoyable evening. There were over 125 people in attendance. The Foundation did a great job of promoting the Library and reading with the *Readers Make Good Leaders* program. The Town’s tree lighting is Friday, December 4<sup>th</sup> from 5 – 8:30 pm. The Library is participating in story time during the festivities. There are 6 readers, including Trustee Cynthia Fordham. The Library bathrooms will be open to the public during that time and a custodian will be present. The Library parking lot and Taylor Street will be blocked starting at 3 pm.

New Friends of  
Saugus Public Library:           None.

Chair Report:                        NA

Old Business:

Security: The Library needs lights for the parking lot and possible cameras to deter inappropriate activity.

Library Director: Brian Hodgon is the New Library Director and starts on 5/9/16.

New Business:                   Meet + Greet Event for the New Director: We discussed whether or not and when we should hold a Meet + Greet for the New Director.

Public Comments: None

Adjournment: Debra Dion Faust moved to adjourn, seconded by the Laura Flynn.  
**Approved 4-0**  
The meeting ended at 7:23 p.m.

Next Meeting: The next regular meeting is to be held on May 12, 2016 at 6:30 p.m.

Respectfully Submitted,

Roseann Luongo  
Trustee