

Saugus Public Library
Board of Trustees
Minutes

6.7.16

Saugus Public Library – Community Room

Persons Present:

Debra Dion Faust, Vice Chair, Acting Chair
Cynthia Fordham, Trustee
Mike Cotter, Trustee
Laura Flynn, Trustee
Roseann Luongo, Trustee
Gail Murray, Trustee

Absent: None

Quorum: Yes

Personnel Present: Brian Hodgson, New Library Director

Call to Order: The meeting was called to order by Debra Dion Faust at 6:33 p.m.

Approval of Minutes: Motion to Approve May 12, 2016 minutes made by Debra Dion Faust and approved unanimously.

Monthly Financial
Statement:

- Will not reach 100% spend due to Library Director Vacancy savings.
- Unsure if re-budgeting is possible between budget categories.
- Library Director has access to MUNIS and is reviewing budget categories and variances and also reconciling expenditures to invoices and the budget.

Communications &
Correspondences:

Three citizens were concerned reading about the potential of closing the library in a Saugus Advertiser article, this was used as an example of what could happen if the Town required drastic budget cuts. These three citizens sent their correspondence to Cynthia Fordam via email.

Library Director
Report:

- Circulation has increased.
- New Library Director is on getting up to speed on systems, processes and policies.
- Met with the Foundation and the Friends; both groups help in diverse ways.

- The Friends of the SPL arranged for Carmen Moshcella to build new book shelves and has also committed to support a number of children's programs and will be supporting all Museum passes. Museum pass use is up.
- The Friends supported an event with Liz Barber and it was very successful.
- One of the HVAC units was not working and is now working.
- Went to the Noble HQ and will be attending a Nobile Technology Fair.
- Staff summer schedule has been set.
- Amy (children's librarian) has gone to the schools to promote the summer reading program and will be attending a Kindergarten event to promote the library.

Foundation: The Foundation is giving money to support the build of a new Library website. The Library Director and the Foundation have vetted Sterling and talked with other libraries that have used this company. This company is recommended by the MA Library Association. Woburn Library has also used this company, is the results and would recommend this company. The Board of Library Trustees unanimously voted to accept the gift from the Foundations.

New Friends of Saugus Public Library:

- Pauline Goutrou – all board positions remain the same after election.
- They will cover children's programming for the fall
- They will cover the museum passes
- So far they made \$57 with the Hannaford bag program; Hannaford's donated \$50 themselves

Chair Report: NA

Old Business:

- A. Set-up a special meeting re: security, fines, meeting room policy
 - a. Library Director to send out materials for meeting room policy. Event Keeper is a potential solution. To be discussed in September.
- B. Vote for Slate Officers for 2016-2017:
 - a. Cynthia Fordham made a motion to approve the following positions and it was seconded by Gail Murray.
 - i. Debra Dion Faust, Chair
 - ii. Laura Flynn, Vice Chair
 - iii. Roseann Luongo, Secretary

New Business:

- Set BOT meeting schedule for 2016-2017
 - Motion to Approve by Roseann Luongo, motion seconded by Laura Ottersburg Flynn
 - 1st meeting in September is Thursday the 8th
 - All other meetings are the 1st Thursday of the month

- Set Library closing and half-day schedule for 2016-2017
 - The library will be closed on Saturdays starting on Memorial Day weekend and will close at 2pm on Fridays
- Discuss and vote on Foundation's gift for new computer system
- Meet & Greet: The Library is having a Summer Reading kick-off on 6/26, this can serve as a meet and greet event. The Library Director and Children's Librarian has also gone out to schools and engaged with students about Summer Reading.
- Gail raised the concept of the Senior Café. This is a space where seniors with memory issues get together and play games.

Public Comments: Question about e-books and digitizing historical documents from a Town Meeting member who is also the Chairman of the Saugus Housing authority. E-books are available through Overdrive, available online and some, not all, historical documents have been digitized. There is the potential to use Hoopla, a different e-book system because the wait times for Overdrive are considerable. With Hoopla you pay per use.

Adjournment: Debra Dion Faust moved to and seconded by Laura Ottersburg Flynn at 7:29PM.

Next Meeting: The next regular meeting is to be held on Thursday, September 8th at 6:30 p.m.

Respectfully Submitted,

Roseann Luongo
Trustee