

**Saugus Public Library
Board of Trustees**

Michael Coller - Trustee
Debra Dion Faust – Chair
Laura Flynn- Vice-Chair
Naomi Handler - Trustee
Roseann Luongo- Secretary
Gail Murray - Trustee

Posting Date: October 3, 2017
Meeting Date: October 5, 2017
Time: 6:30PM
Place: Saugus Public Library
Posted By: Debra Dion Faust, Chair

Meeting Agenda:

1. Call to order, *called to order at 6:35PM.*
2. Roll Call. *Naomi Handler absent, all others present.*
3. Approve minutes- *September 7, 2017. Motion to approve the minutes as amended made by Laura Flynn, seconded my Gail. **Motion unanimously approved.***
4. Public Comments. *None*
5. Monthly financial statement.
 - a. Quarter of the way in, appears to be on track.
6. Communications/correspondence. *None.*
7. Library Director's report
 - a. *12 staff members in attendance. Training conducted by the Police and Fire Department. Did an active shooter scenario and walk through the building for Fire Safety.*
 - i. *May want to add carbon monoxide detectors.*
 - ii. *Fire Department mentioned to bring defibrillator and First Aid kits and gloves. Defibrillator will include CPR training for staff.*
 - b. *CFCE Social Emotional Foundations Playgroup, 10/6, 9:30-10AM. Focus will be on friendship, self-soothing*
 - c. *Third Annual Library Gala, 10/21, 7-10PM*
 - d. *Food for fines. Starting 11/1/17-12/31/17. Vote on the food for fines. Motion to for vote for Food for Fines made by Laura Flynn, seconded by Michael Coller. **All voted, this passed unanimously.***
 - e. *Veterans Day. Library will be closed on Saturday, November 11th.*
 - f. *Thanksgiving. Closed on 11/23 & 11/24 & ½ day on the 22nd.*

8. New Friends of the Saugus Library comments- *None*.
9. Chair report
10. Old business
 - a. Michael has not yet been able to speak with the contact he wanted to @ SPD to discuss handicap parking. Alan will note this on google earth.
 - b. OML signed affidavit – all members need to sign.
11. New business
 - a. Look over, update and/or approve Food & Drink, Cell Phone Use & Staff Room Policies.
 - i. Staff Room Use Policy.
 1. *Motion to approve made by Laura Flynn, seconded by Michael Coller. All members voted to pass unanimously.*
 - ii. Cell Phone Use Policy.
 1. *Motion to approve made by Gail Murray, seconded by Laura Flynn. **All members voted to pass unanimously.***
 - iii. Food and Drink Policy- *Deb to re-work and send back to the group.*
 - b. Discuss expectations/directions for the next three month for the new Director to be shared with HR & Town Manager's office to share with the Director.
12. Public Comments- *None*.
13. Adjournment
 - a. **Motion to recess to go into executive session to** was called at 7:44 pm. The Secretary, Trustee Luongo, polled the members for approval of an Executive Session, the purpose of which was a provisional contract discussion. **Trustees unanimously approved the motion.** Trustee Handler was absent due to family illness. Trustee Luongo departed for another meeting. Trustee Coller voiced concern regarding the appropriateness of the Director being present while the Trustees developed milestones for his provisional employment. Trustee Murray agreed with his assessment. The Chair asked the Director to leave the room so Trustees could discuss the best way to proceed. Trustee Coller requested all 6 board members be present before proceeding and the Executive Session be closed. Members present were polled by the Chair. **The motion passed unanimously.** Since this topic is time sensitive, a follow-up meeting was scheduled for Thursday 12 October 2017 at 6:30pm. The meeting then adjourned at 7:54 p.m..