

**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 10, 2017
Meeting Date: October 12, 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. *Michael Coller and Roseann Luongo absent, all others present.*
3. Open meeting law was reviewed, and it was determined that the board did not need to move into executive session.
4. Establishment of goals for Alan Thibeault's first 120 days of tenure as Library Director.
 - a. Refer to page 2 for goals
5. Public Comments. *None*
6. Adjournment at 7:15pm.

October – December Goals

- a. Professional Development
 - i. Commit to two core competencies to develop:
 - 1. MUNIS – gain understanding of all aspects including reporting
 - 2. Staff scheduling – establish a timely scheduling process that works for staff and library needs
 - b. Community Outreach & Engagement
 - i. Follow up on meetings with school principals and continue to build relationships and partnerships
 - ii. Market the homework club with local papers and schools
 - c. Financial
 - i. Draft FY18 budget by 12/1 for Director & Board to review in advance of Town deadline
 - ii. Complete and submit the “FY2018 State Aid to Public Libraries Application and Compliance Form”
 - d. Human Resources/Staff Development
 - i. Plan the 2018 quarterly staff development training sessions
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January – March: *will be refined and agreed upon in December*

- a. Professional Development
 - ii. Identify & take 2 courses through [Fred Pryor](#) training courses (at least one should be in-person)
 - iii. Summarize & present out to staff one of the [Fred Pryor](#) training sessions
- b. Community Outreach & Engagement
 - a. Identify a local business to partner with for a community initiative
 - b. Consider a volunteer promotion campaign to get families into the library to volunteer together; community goal would be to encourage young people to volunteer early
- c. Financial
 - a. Identify & report out to Board on all sources of library funding so we can see the entire portfolio
 - b. Include projections in financial report outs
- d. Human Resources/Staff Development
 - a. Encourage and promote individual staff training whenever possible, including webinars and other remote training opportunities; should identify at least 1 [Fred Pryor](#) webinar to share with staff
 - b. Hold regular staff meetings and check-in with staff as appropriate