

**Saugus Public Library
Board of Trustees**

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

Posting Date: October 31, 2017
Meeting Date: November 2, 2017
Time: 6:30PM
Place: Saugus Public Library
Posted By: Debra Dion Faust, Chair

Meeting Agenda:

1. Call to order
 - a. Meeting called to order by Debra Dion Faust at 6:34PM.
2. Roll Call
 - a. R.Luongo performed roll call. All present except Naomi Handler and Laura Flynn.
3. Approve minutes- October 5, 2017
 - a. Motion to approve September 2017 minutes made by Gail Murray, seconded by Roseann Luongo. **Passed unanimously.**
4. Public Comments
 - a. None present.
5. Monthly financial statement
 - a. Spending is on track for the year.
6. Communications/correspondence
7. Library Director's report
 - a. Attended Town-Wide PTO Meeting, 10/19
 - b. NOBLE Members meeting on 10/19
 - i. NOBLE Cost Increase FY2019 = 3.3%
 - ii. Middlesex & North Shore Community College leaving NOBLE effective, 6/30/18
 - c. Met with Verizon on 10/19 about loanable WIFI Hotspots; awaiting proposal
 - d. Stating one month trial with Lynda.com Requested Flipster.com
 - e. Library CLOSED, Saturday, 11/11 for Veteran's Day

- f. Library Closes @ 1pm on 11/22; CLOSED 11/23 & 11/24 for Thanksgiving
 - g. Working with Fire Department to schedule CPR Training for staff (December? January?)
 - h. Stats provided & reviewed
8. New Friends of the Saugus Library comments - None. But the Director's report touted their Winter Wonderland of Fun scheduled for Saturday, December 5 at 3 p.m.
9. Chair report
- a. Grievance was raised by the staff and Chair is dealing with it.
10. Old business
- a. Look over amended Food and Drink policy, discuss, and approve or send back for re-editing.
 - 1. Some re-edits needed and will be updated and redistributed by Chair.
 - b. Discuss and vote approval of holiday calendar for 2017-18
 - 1. Motion to approve holiday calendar for 2017-18 minutes made by Gail Murray, seconded by Michael Coller. **Passed unanimously.**
 - 2. Will remove all Sunday holidays (Easter Sunday, Mother's Day & Father's Day)
 - c. Revisit Handicapped Parking situation.
 - i. Michael Coller will meet with someone about the Handicap parking on Tuesday or Wednesday and will resolve the situation.
 - d. Revisit Certificate of Receipt of Open Meeting Law Materials.
 - i. Michael Coller submitted his, and Chair will receive the final outstanding document from Naomi when she is back next month.
 - e. Go over Inclement Weather Policy and vote on approval or amendment. Suggestions made for further editing. Chair will do so and bring it back in December.
11. New business
- a. Plan to go over Gifts policy in December.
 - i. Tabled until December 2017.
12. Public Comments - None
13. Adjournment
- a. Motion made to adjourn made by Roseann Luongo, and seconded by Michael Coller. Meeting adjourned at 7:32PM.