

**Saugus Public Library
Board of Trustees**

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

Posting Date: December 5, 2017
Meeting Date, December 7, 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 6:37PM.
2. Roll Call
 - a. R.Luongo performed roll call. All present.
3. Approve minutes- November 2, 2017
 - a. Motion to approve October 2017 minutes made by Laura Flynn, seconded by Gail Murray. **Passed unanimously.**
4. Public Comments
 - a. Pauline from the New Friends
 - i. Monthly game nights have been held weekly and it has been a success
 - ii. A tree at the MEG Foundation was donated by the New Friends
 - iii. Winter Wonderland on Tuesday, 12/5 – approximately 70 people
5. Monthly financial statement
 - a. Spending is on track for the year.
6. Communications/correspondence
 - a. Michael A. Coller resigned from the Library Board of Trustees as of 11/16/17
 - i. Motion to accept the resignation of Michael Collar made by Laura Flynn, seconded by Naomi Handler.
Passed unanimously. Chair Debra Dion Faust thanked Michael for his work with the trustees, especially for his active role in the hiring of new Library Director Alan Thibeault.
 - b. Laura Flynn reported conversations with several community members who praised Alan for his accessibility and polite interaction with them.
7. Library Director's report

- a. See Library Director's Report
8. New Friends of the Saugus Library comments- none at this point.
9. Chair report
 - a. Debra reported on this year's Storytime, held in conjunction with the Town's Tree-lighting ceremony on Friday, December 1. Because the weather this year was unseasonably warm, children were spending their time with the activities outside. Only two of the eight volunteers to read actually did so. Also, once the tree has been lit and Santa has arrived, there are no children for readers from 7:30 – 8:00. This may need to be re-visited and addressed before next year's festivities.
10. Old business
 - a. Look over Alan's amended Inclement Weather Policy and Food and Drink policy, discuss, and approve
 - i. Motion to approve the amended Inclement Weather Policy and Food and Drink policy, as incorporated in the Behavior Policy, made by Laura Flynn and seconded by Gail Murray. **Passed unanimously.**
 - b. Revisit Handicapped Parking situation.
 - i. Gail to reach out to the SPD to try to figure out some solutions.
 - c. Revisit Certificate of Receipt of Open Meeting Law Materials.
 - i. Complete.
 - d. Middlesex and North Shore Community College's overdues – vote to approve to vote settlement agreement
 - i. Motion to approve the settlement agreement, made by Naomi and seconded by Naomi Handler. **Passed unanimously.**
11. New business
 - a. Plan to go over Gifts policy in December – tabled indefinitely.
 - b. Food for Fines extension (Gail)
 - i. Gail proposed to extend the program through January and February, to provide food through the worst of the winter weather. Assess what fees are collected 1st and then make a decision.
 - c. Community Room Use (Gail)
 - i. Gail proposed we let the teens use the community room after school. Alan suggested we promote the use of the Teen room upstairs.
 - d. Go over and vote to accept budget Alan has presented.

i. Motion to approve the budget made by Laura Flynn and seconded by Gail Murray. **Passed unanimously.**

e. Begin to look over by-laws for amendment.

f. As Alan's 1st quarter draws to a close, be prepared to critique his performance for quarter 1 and present new goals for quarter two at January's meeting.

12. Public Comments

13. Adjournment

a. Motion to adjourn made by Naomi Handle, and seconded by Laura Flynn. Meeting adjourned at 7:48PM.