

**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: February 6, 2018
Meeting Date: February 8, 2018
Time: 6:30PM
Place: Saugus Public Library
Posted By: Debra Dion Faust, Chair

Meeting Agenda:

1. Call to order
2. Roll Call
3. Approve minutes- January 11, 2017
4. Public Comments
5. Monthly financial statement
6. Communications/correspondence
7. Library Director's report
8. New Friends of the Saugus Library comments
9. Chair report
10. Old business
 - a. Revisit Certificate of Receipt of Open Meeting Law Materials.
 - b. Re-confirm by-laws changes that we originally agreed upon in January
 - c. Continue to look over by-laws for amendment—pp. 4-7
11. New business
 - a. Alan- Fiscal Year 2017 Annual Report
 - b. Alan- Customer Service Policy Revision
12. Public Comments
13. Adjournment

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Meeting Agenda:

1. Call to order by Debra Dion Faust @ 6:34PM
2. Roll Call, all members present, Gail Murray on the phone.
3. Approve minutes- January 11, 2017
 - a. Laura Flynn made a motion to accept the meeting minutes, seconded by Naomi Handler and accepted by all. **Passed unanimously.**
4. Public Comments
 - a. None.
5. Monthly financial statement
 - a. Reviewed new format and details behind.
6. Communications/correspondence
 - a. None.
7. Library Director's report
 - a. See attachment.
8. New Friends of the Saugus Library comments
 - a. None.
9. Chair report

- a. None.

10. Old business

- a. Revisit Certificate of Receipt of Open Meeting Law Materials.
 - i. Complete
- b. Re-confirm by-laws changes that we originally agreed upon in January
 - i. Reviewed and final version to be sent out 10 business days to the Board of Trustees.
- c. Continue to look over by-laws for amendment—pp. 4-7- various suggestions made that will be contained in the memo to be sent out before the March meeting.

11. New business

- a. Alan- Fiscal Year 2017 Annual Report
 - i. Has to be submitted by 2/22/17
 - ii. Motion for the Director to submit the FY17 Annual Report to the Saugus Board of Selectman made by Naomi Handler and seconded by Laura Flynn. All in favor.
Passed Unanimously.
- b. Alan- Customer Service Policy Revision
 - i. Motion for the Approval of the Customer Service Policy Revision made by Laura Flynn and seconded by Naomi Handler. All in favor. **Passed Unanimously.**

12. Public Comments

- a. None.

13. Adjournment. Motion made to adjourn made by Chair, Faust; motion to adjourn made by Laura Flynn and seconded by Naomi Handler. Meeting adjourned at 7:25 PM

14. Next Meeting: The next regular meeting is to be held on Thursday, March 1, 2018 at 6:30 p.m.

Respectfully Submitted,

Roseann Luongo, Trustee

