

BOARD OF LIBRARY TRUSTEES
MINUTES OF APRIL 28, 2008 MEETING

- CALL TO ORDER: The meeting was called to order at 5:38 p.m. by the Chair.
- PRESENT: Pam Gill, Theresa Lyons, Beth Spellman, Mary Ann Picardi, and new Trustee, Mary Ann Taylor.
- SECR'TY RPT. A Motion was made by Mary Ellen Picardi to accept the minutes of the April 14, 2008 meeting. Seconded by the chair. Voted 4-0 with 1 abstention.
- TREAS. RPT. To be tabled until next meeting.
- DIRECTOR'S RPT. Acting Director, Ewa Jankowska states that she will be attending the next meeting of the Saugus Public Library foundation to request a contribution for the computers offered through the Bill Gates Foundation Grant. She states at this time, since there is a deadline to accept the Grant; she is accepting votes from Foundation members via e-mail. The next Foundation meeting is scheduled for May 12th in the Library.
Ewa plans to research the bylaws of the Foundation.
Ewa states that she will need to close the Library over the Memorial Day weekend as she does not have enough staff to cover that Saturday. A Motion is made by Mary Ellen Picardi to close the Library over the Memorial Day weekend. Seconded by the Chair. Voted 5-0 to close.
Ewa states that she will have to close the Library on Saturday, May 3rd due to staffing shortages. Signs reflecting this are posted in all public areas.
A discussion is held regarding staffing shortages; and that we close per the policy that is in place to close when staffing levels fall below 4 people on duty. Safety issues are discussed. Ewa states that she tries to abide by the 4 person rule.

The Chair asks if our closings will have any effect on the recertification status. Mary Ellen Picardi clarifies in Trustee Handbook that “winter hours” are used to measure compliance. Terry asks if this is a good *idea not to close* when we should close. The Chair states that in the Fall we will insist that we close when we fall below the minimum staffing numbers. Terry states that we need to keep track of our closings, and that we are making the Library look too good.

Chair offers that Ken DePateo thinks that we ran the Library last year using volunteers. Mary Ellen Picardi states that the record has shown that patrons have been understanding of our sporadic closings, and further states that we should explain the employee jobs, and the process of the operation of the Library.

Terry states that we need a Long Range Plan.

Ewa indicates that during the summer hours there will be a reduction in staffing hours, but no lay offs and no unemployment.

Question by the Chair; “Did Peter Manoogian ever come in to help in the Homework Zone?” Ewa replies, “No, he never came.”

Terry states that we should keep a record of volunteers. Ewa responds that we keep a daily sign up sheet at the desk to record their hours.

The Chair states that Marion Attubato does come on Wednesday to help with the Homework Zone and Pam Gill comes each Tuesday.

CHAIRMAN’S RPT. Summer hours have already been covered by Ewa. The new hours will be posted on all doors and will begin June 1st.

Chair has been notified by the Custodian that the roof slates will be repaired. Entrances where work is being done will be blocked for safety. The leaky roof has caused damage to some of the collections. We will ask the Custodian who authorized the repairs. This is National volunteer Week. Certificates have been made out in thanks to the 15 volunteers.

The Chair spoke to Ewa and Marion Attubato regarding a Genealogy Program as there is a huge interest. We could charge per person to equal the fee of the instructor which is \$400.00. Ewa will get information for the Board.

The Chair asks for a representative to attend Friends meetings each month. . Linda Duffy volunteered to attend.

The chair requests that we watch for Fin Comm and Town Meeting and prepare a bullet point sheet for Town Meeting members to reference for information when voting.

Ewa states that

44,586 people entered the building between Sept. 07 and April 08.

3.

41,308 items have been checked out of only our collection.
14,474 borrowers registered in our system.
84,890 is the total of our collection sitting on shelf.
This FY we have spent approximately \$40,000.00 on books
without a book budget.
56 periodicals all donated totaling \$1,700.00.

The Chair states that all prior documents issued to Ewa Jankowska
by the previous Board of Trustees are null and void and were never
made a part of her personnel file.

The Chair will wait until the Foundation confirms its tax status to
ask when they can free up some funds for us.

Fred Gill offers hand out suggestions for the Town Meeting
members.

The Chair asks that each Trustee jot down ideas for a Town
Meeting handout. Pam requests that a mail box be made up for her
to pick up her correspondence.

Terri suggests Board get an opinion from Town Counsel on
Trustee's Liability.

May Ellen Picardi will research law on Library Liability.

A Motion is made by Theresa Lyons to strictly enforce the policy
that is in place to not open the building without at least four (4)
staff in building. (see Guidelines approved by Board of Trustees
December 2005).

Place a sign on the doors when Library is closed stating that
Library is closed due to staffing shortage but employees are within
the building working.)

Seconded by the Chair and voted 5-0.

NEXT MEETING Next meeting is scheduled for May 19th at 5:30 p.m. or at the call
of the Chair.

ADJOURNMENT: A Motion was made by Mary Ellen Picardi and seconded by the
Chair to adjourn the meeting at 8:35 p.m. Motion passed 5-0.
Meeting adjourned at 8:35 p.m.

Respectfully submitted:

Linda Duffy, Clerk