

SAUGUS PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
MINUTES OF DECEMBER 8, 2008 MEETING

CALL TO ORDER: The meeting was called to order at 5:40 p.m. by the Vice Chair, Terry Lyons.

PRESENT: Terry Lyons, Mary Ellen Picardi, Beth Spellman, Mary Ann Taylor, Ewa Jankowska

DIRECTOR'S RPT. A copy of the Expenditure Guideline Report was passed out and the Director will include one at each Trustee Meeting in the future.

Ewa states that she received a call from Ann Quinlan of the retirement Board today telling her that effective yesterday, 12/07/08, Betty Colarusso has retired. Her accumulated sick time will not be paid by the Town until next year according to Fran Trainor of Personnel. Ms. Colarusso will be paid for 19.5 hours of earned vacation time in next week's final payroll.

The Christmas schedule for hours of operation of hours was discussed. The proposed schedule by the director is:

Dec. 24th – 9-12 unless otherwise closed by Town Mgr.

Dec. 25th – closed

Dec. 26th – 9-3 unless otherwise closed by Town Mgr.

Dec. 31st – 9-12

Jan 1st – closed

A Motion was made by Mary Ellen Picardi to close the Library on December 24th, seconded by Beth Spellman. Voted 4 – for and 0 – against.

A Motion was made by Mary Ellen Picardi to be open on December 26th from 9-3 unless the Town Mgr. officially changes the Town Hall hours. Further, the Motion is to include Dec. 27th to be open per the usual scheduled hours, and on Dec. 31st to close at 6:00 p.m. unless the Town Mgr. officially changes the Town Hall hours. The Library will be closed on January 1st and will follow the regular schedule for Friday, January 2nd unless otherwise changed by the Town Mgr. Motion seconded by Beth Spellman. Voted 4 – for and 0 – against.

The official Holiday schedule will be deferred to the January Trustee Meeting.

The Director states that the new contract language for the Library will dictate who gets vacation requests. She offers that she will ask staff to “work it out between themselves” when ever possible to give everyone a fair chance at prime vacation dates.

The Director states that the book budget is \$28,315.00, of which approximately \$5,799.00 has been spent. She feels that \$14,000.00 will be spent by the end of January 09. The Director states she will have UPS deliver all book orders upstairs to the secure Technical Services area from now on since she cannot process all books ordered due to lack of processing supplies.

VICE CHAIR RPT:

Terry Lyons asks Ewa if volunteers can help process books. Ewa states “No” because there are numerous coding (s) involved by the Library of Congress, etc. and there are not enough supplies.

Terry Lyons announces that she will not be at the next Trustee’s Meeting as she will be having surgery prior to Christmas followed by Rehab. She requests that Ewa make the appropriate adjustment to the Expenditure Guideline Report for the allocation of funds for the Reference Librarian that was incorrectly coded.

Terry would like to have a campaign “Reaching out to the Public”. Mary Ellen Picardi offers that the Town Manager is concerned that the issues of the Library are:

1. Getting swept under the carpet as we approach the Holidays.
2. That the Trustees must become more assertive collectively in their approach to Fin Comm. and Town Meeting and are “too nice.”

Mary Ellen suggests that the Trustees take a multi prong approach to this:

1. Editorial to newspapers.
2. Letter to Patrons – re: call your Town Meeting members.
3. Include “frequently asked questions” with a response. On large posters in the Library.

Mary Ellen further suggests that she and Beth Spellman get together and “Brainstorm” on ideas for each approach and have them for the next meeting.

Terry Lyons suggests that at the next meeting Strategic Goals should be discussed:

1. Quantify
2. Get everyone involved, staff, patrons, Town Leaders, the public.

What can we do to foster recertification?

Explain the specific 3 objectives.

Discuss fundraising – steps.

Publicity – reaching out to the public.

New programs.

Professional development – retreat?

Development of a specific consistent document to transmit information.

Develop a Budget Book for each Trustee and Director.

Pat Fish has a program that will help to set up a plan with staff input.

Terri asks, why don't we have security cameras?

Assemble people that will speak at Town Meeting and the Trustees each to go up 2 times if necessary.

Make sure Town Meeting members have a list of all Q and A. and publish it in the newspaper.

One story each week to address a situation.

On a Motion by Mary Ellen Picardi and seconded by Beth Spellman, the meeting was adjourned at 7:45 p.m.

Next meeting will be held on January 5, 2009.

Respectfully submitted:

Linda E. Duffy, Clerk

NB: The Treasurer's Report was read by the Treasurer Beth Spellman. On a Motion made by Mary Ellen Picardi and seconded by the chair, the report was accepted. Vote was unanomous.