

BOARD OF LIBRARY TRUSTEES
MINUTES OF SEPTEMBER 20, 2010

CALL TO ORDER: The meeting was called to order at 6:20 p.m. by the Chair.

PRESENT: Pam Gill, Beth Spellman, Terry Lyons and Ewa Jankowska.
There was not a quorum.

TREAS. RPT. The Treasurer's Report was read by Beth Spellman, but could not be accepted via a vote as there was not a quorum. Pam said she would like to add some additional sums to the overall report from recent sales of bookmarks, books, and drawing tickets. Pam will ask the Board at the next meeting to vote to give the funds raised towards the purchase 2 new staff computers.

SEC'Y'S RPT. Will be read at the next meeting.

CHAIRMAN'S RPT. Pam and Terry would like to use Trustee Funds raised from the yard sale, book sale and drawing ticket sales to purchase 3 staff computers. This will be proposed for a vote at the next meeting.

The Library Christmas Party with Santa for patrons will be held on Saturday, December 11th. Linda will ask Phil to help out with the photo set up again this year. We will once again feature photos with Santa for \$5.00 each along with the Elf Store and the Garden Club activity. A few additional items will be needed from Oriental Trading to round out the stock from last years Elf Store and Pam feels this will be a minimal investment.

Pam announced that we have three new employees. Chris Amorosi and Paige Sirois are General Assistants and Bethany Templeton is the new children's Librarian.

Pam stated that the DVD circulation has dropped over the summer since the \$1.00 charge has been imposed, however, the usage rate is steady and we are able to purchase new DVD cases with the funds charged.

Pam reported that after the Library was recertified she made personal calls to all Town leaders those who supported the Library. Many were very happy to receive the call.

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The MLTA/MFOL conference will be held on November 6th at the Worcester Technical High School in Worcester, MA. All Trustees are welcome to attend but have to complete their registration form with choice of meal. All Trustees planning to attend should get their forms to Linda Duffy as soon as possible. The deadline for filing is October 6th.

Janice Nelson, a retired teacher from Saugus is willing to come in and help out with children's programming along with the Saugus Garden Club. Also, Belinda Fernandes from the Saugus Lottery Arts Council is willing to come in and run a Y.A. scrapbook workshop. Pam would like to look into running a "workshop" once a month for Programming. One idea is to host a scrapbook or greeting card making group and charge \$5.00 per person to include supplies. Another idea discussed is to have a parent and child workshop for Halloween or Christmas or a Christmas card workshop in November.

DIRECTORS RPT. The "people counter" will be used to track the patron traffic at different times of the day and evening during the new expanded hours of operation. This will assist in getting accurate information for staffing and servicing.

Ewa explained that coverage for the new longer hours is difficult due to the staff shortage. We once had 24 staff, (11 full time) to man the building for 63 hours a week. Now we have only 13 staff (4 full time) to service the building for 59 hours. We are limiting the hours that each part timer can work so coverage is strained.

Pam would like Linda Duffy to call Wally McKenzie and Michael Carlson and tell them we want a copy of the check transmittals each time we request the payment of a bill so we will now that the bills are being paid promptly.

Pam stated that she has been working very hard on the book sales to raise much needed funds for this Library and she is very disturbed that no one helps out in the book sale area. She emphasized that it doesn't look good when patrons are coming in and there are 2 or 3 staff members chatting at the circulation desk. It is imperative that the staff does not look "unbusy" during the hours of operation. She has seen time and time again, two or more staff members sitting around while she is working hard and there is

a lot to be done. There should not be any visible “down time” among the public service areas.

***Ewa will send an email to staff informing them that they are expected to help out during this time of busy book sales and do not “dump” boxes of donated books into the room. Go through them, sort and check through the materials and give any possible additions for our collection, to Ewa for review. A memo will be sent to all staff tomorrow informing them to “look busy” at all times and especially to help out with the book sale area.

Pam discussed the preparation of a Long Range Plan and has copies of plans from several neighboring Libraries. She would like these reviewed when the Trustees prepare the Needs Assessment, a Long Range Plan and a Mission Statement for our Library. Copies of plans from Stoneham, Beverly, Waltham, Ipswich, Danvers & Reading are on line and are printed out. Pam would like to see a plan to establish goals and objectives that can be accomplished and checked off as they are done.

Everyone (Trustees) need to be involved in it. The Ipswich is a very good example. We need to have an objective to “Provide excellent service to the Patrons of the Saugus Public Library”.

Terry thinks that it would be a good idea to assign each Trustee with one of the Towns/areas to approach on the Long Range Plan, etc. She also thinks that we should get the staff involved in participating with a survey.

Beth offered that it is a good idea to “invite” the staff to participate.

Pam is sending out an email to the absent Trustees with a cover note to take on a Town/City to develop our plan.

ADJOURNMENT: The meeting was adjourned at 8:40 p.m.

NEXT MEETING: The next meeting will be on October 4th at 6:00 p.m.

Respectfully submitted,

Linda Duffy
Clerk