

Saugus Public Library
Board of Trustees
Minutes

January 8, 2015
Saugus Public Library – Community Room

Persons Present: Matthew Canterbury, Chair
Robert Cox, Vice Chair
Debra Dion Faust, Trustee
Cynthia Fordham, Trustee
Irene Jones, Trustee

Absent: Kimberly Lovett, Secretary: excused NOTE: Due to the absence of the Secretary, Debra Dion Faust agreed to take the minutes of the meeting.

Quorum: Yes

Personnel Present: Diane Wallace, Library Director

Call to Order: The meeting was called to order by Matthew Canterbury at 6:32 p.m.

Approval of Minutes: Robert Cox made a motion to accept the minutes from the December 4, 2014 meeting, seconded by the Chair.

Approved 5-0

Public Comments: The co-chair of the New Friends of the Saugus Public Library, Pauline Gautreau, was present to discuss their Winter Family Fun Day on December 13, 2014 from 10 a.m. to 1 p.m. The day was well-attended, though mainly by very young patrons attended by their parents. There were only a few older students there. There was good parental feedback to Diane and the staff about the event.

Monthly Financial Statement: Diane Wallace reported that the system was finally up. Wendy Hatch and Diane met and updated work over the computer, so Diane presented a hard-copy statement, showing that at the six-month point of the year, 50.9% of the budget had been expended—a great result, since monthly reportage had not so far been available. Diane explained that the 92.4% expenditure of the technical budget is potentially misleading; the NOBLE network is paid in full at the start of the fiscal year, providing countless services throughout the year that much more than offset the cost of joining.

At this point Diane also reported on the following grants received by the library from the New Friends of the SPL:

\$3,300 plus shipping and handling for new furniture chosen by Lisa for the Young Adult Room.

\$1,000 to update all staff and public computers to Windows 2013

\$600 to be used for prizes, programs, and incentives connected with the Summer Reading Program for both children and adults.

\$525 for a summer performance by magician Scott Jameson. This may occur at Town Hall, in order to accommodate a larger audience.

\$125 to fund a Volunteers Brunch in April during National Library Week and Volunteers Week, which coincide April 12 – 18.

The New Friends' treasury is prospering, enabling all of the above support. Chairman Canterbury thanked Pauline for the support and generosity of the New Friends, and congratulated them on being one member away from doubling last year's membership. It was noted that donations from sponsoring corporations have been solicited and are coming in.

Communications &
Correspondences:

Neither Diane nor Matthew received any this month, although Diane acknowledged receipt of patron feedback on the library's Facebook page.

Library Director
Report:

Diane Wallace said that the staff were looking into getting Library keychains made up for Library Week, because the new library cards being issued are able to be placed on a keychain for convenience.

Nothing further has been done about installing security cameras into the library. Diane may look into a package deal with other town buildings which seek to do the same.

Although the issue of middle school patrons' behavior has been better of late, only today a group of teens had to be asked to leave, which they did, screaming their displeasure. After their departure, games were discovered missing in the children's and young adults' sections.

Diane reported that recently there have been a lot of difficulties with internet access, which has been up and down. The phenomenon began with the system going down for about a minute every hour, then coming back online, but progressed to longer outages occurring oftener and oftener, so that patrons using the internet have had to give up and leave the library in frustration. Comcast has sent technicians to fix the problem, but with no success. NOBLE is now dealing with the Comcast executive staff to try to resolve the issue. Diane reports that two other libraries are apparently experiencing the same problem, also with no resolution. Cynthia Fordham suggested that if there is no positive resolution to the problem soon, Diane

should call the State Communications Board to facilitate the situation.

New Friends of
Saugus Public Library: See Public comments

Chair Report: Matthew Canterbury inquired whether the Board of Trustees must formally accept the grants from the New Friends. Diane replied that the issue is premature, as so far the grants are pledged but not yet received. Matthew will table the acceptance until the appropriate time.

Bob Cox asked whether we could do an acknowledgment at the end of the fiscal year of all those who donated this year, whether by name or anonymously, to benefit the library. It was agreed by the board that this was a good idea, and should be attended to in June.

Once again Matthew questioned if Jim Rivers from IT followed up with Diane regarding the new server purchased in 2013 but never installed. She said he came and took the device to configure it approximately three weeks before the December meeting, and he has not yet returned it. Matthew suggested that she send him an email requesting its return, copied to the acting Town Manager. Discussion ensued that, in view of the current extreme pressure on IT to get the town MUNIS system running fluently, it may be necessary for the library to hire a third-party computer technician to accomplish the installation instead.

Old Business: None.

New Business: Diane requested Board discussion, input and approval on four proposed library policies:

- 1) Collection Development Policy- This is meant to encourage a well-rounded collection of books for availability to the town. Robert Cox commented that as presented it's a detailed, 6-page procedure. Perhaps the policy should be a very general statement, with reference to this procedure. Cynthia Fordham disagreed with Bob. She said that this is actually a very succinct collection development policy statement as compared to that of many libraries, and is easily comprehensible if read by a lay person. Robert replied that he could comfortably vote for the policy as presented, in order to have a policy in place, with perhaps a chance later to redact a pure policy statement from this. He then moved to accept, seconded by the Chair.
Approved 5-0
- 2) Food and Drink Policy- Diane will check on existing meeting room food and drink rules to be sure there are no conflicts between those and this proposed policy. Matthew therefore decided to place this policy on next month's agenda under Old Business, to see about incorporating all food-and drink-related issues under it. Cynthia Fordham added that there might be some exceptions to be considered for library-sponsored events and meeting room

policies. Debra Dion Faust moved to accept the policy, with a second by the Chair.

Approved 5-0

- 3) Unattended Minors Policy- Cynthia Fordham moved to accept as presented the policy for unattended minors during library hours and at closing, seconded by the Chair.

Approved 5-0

- 4) Older Children in the Children's Room Policy- Cynthia Fordham moved to accept as presented the policy regarding older children in the children's room, seconded by the Chair.

Approved 5-0

Chairman Matthew Canterbury verified that school superintendent Tempesta and Corinne Riley will be here for February's meeting to discuss adult education.

Robert Cox suggested writing a letter of thanks to the acting Town Manager and to the Police Department for their help with recent issues. Diane Wallace concurred.

Cynthia Fordham thanked our technician and filmer Chris for providing headsets for Irene and herself, enabling them to hear the proceedings of these meetings clearly.

Public Comments: There were no public comments.

Adjournment: Irene Jones moved to adjourn, seconded by Cynthia Fordham.

Approved 5-0

The meeting ended at 7:45 p.m.

Next Meeting: The next regular meeting is to be held on February 5, 2015, at 6:30 p.m.

Respectfully Submitted,

Kimberly Lovett
Board of Trustees - Secretary