

Saugus Public Library
Board of Trustees
Minutes

November 5, 2015
Saugus Public Library – Community Room

Persons Present: Matthew Canterbury, Chair
Michael Coller, Trustee
Debra Dion Faust, Vice Chair
Cynthia Fordham, Trustee
Kimberly Lovett, Secretary
Gail Murray, Trustee

Absent: None

Quorum: Yes

Personnel Present: Mary O'Connell, Interim Library Director

Call to Order: The meeting was called to order by Matthew Canterbury at 6:31 p.m.

Approval of Minutes: This item was delayed until all trustees were present

Public Comments: Pauline Gautreau was present from the New Friends of the Saugus Public Library. She told the Board about the September Cooking with Chocolate program, which was wonderful. In the spring, there will be an edible flower program.
She discussed Wingmasters, Birds of Prey. In November, Dave Downs will be back with "Clutter Control."

On December 5th, the New Friends will hold their 2nd Annual Winter Wonderland with crafts and games.

Approval of Minutes: Gail Murray made a motion to accept the minutes from the October 1, 2015; seconded by the Chair.

Approved 6-0

Monthly Financial Statement: Mary O'Connell reported that the Library was within their spending and actually a bit under.

Communications & Correspondences: None

Library Director Report: Mary discussed the "Food for Fines" collection which runs from November 1st through New Year's. Typically, it's one food item per dollar fine. The

collection benefits two local food banks, Cliftdale Congregational Church and Main Street. She provided a new NOBLE circulation report, which had a different format. She also distributed the budget report.

Mary attached a copy of the current Meeting Room Policy, a registration form, and a list of current fees. She provided some suggestions for clarification. Michael Collier provided a reservation form sample. It was determined to review these items more closely and bring up again at the next meeting as "old business."

Mary provided a security update. She is waiting for recommendations from the Lan-Tel customer service representative. The Town does not currently have a purchasing clerk to handle the bidding process. She is setting up a walkthrough with current security provider. She also provided some written additional security suggestions to the Board.

New Friends of
Saugus Public Library: None

Chair Report: Matthew Canterbury reported that forms have been signed and submitted for state aid.

Old Business: Search for the New Library Director:
Cynthia Fordham reported that the committee (made up of herself, Martha Morgan, Mary O'Connell, and Debra Dion Faust) reworked the position for Library Director. They met; provided examples; and created the new description which they felt had a more active tense and contained a more down to earth expectation of the position. A copy of the description will be maintained with the minutes.

Kimberly Lovett made a motion to adopt the new Library Director job description as is, seconded by the Chair.

Approved 6-0

Robert Cox asked if we could get the job description graded in order to determine if salary is in the correct range. The Board agreed that the salary is on the lower side but needed to go forward with what was already in the budget.

Security: This item was covered previously.

Cynthia Fordham brought up placing a wall in the children's room to aid with noise concerns. There could be glass for visibility but the wall for the noise. Matthew Canterbury recommended that a consultant or architect may be able to provide opinions or greater details. This will be kept on the table for further discussion.

New Business:

Calendar for Staff:

A calendar for holidays and closings was discussed for staff planning from January through June 2016.

Debra Dion Faust made a motion to accept the following hours and closings:

1/1/16	closed	New Year's Day
1/18/16	closed	Martin Luther King Day
2/15/16	closed	President's Day
3/25/16	9am – 1pm half day	– Good Friday
4/18/16	closed	Patriot's Day
5/30/16	closed	Memorial Day

Seconded by the Chair

Approved 6-0

4/29/16 is listed on the calendar as half day, but could be an error and needs to be followed up on. There is a race date in May that may need discussion about hours and/or closure.

Cynthia Fordham recommended we review the November and December hours:

11/11/15	closed	Veteran's Day
11/25/15	9am – 1pm half day	Day before Thanksgiving
11/26/15	closed	Thanksgiving
11/27/15	closed	
11/28/15	open regular hours	
12/24/15	9am – 1pm half day	Christmas Eve
12/25/15	closed	Christmas Day
12/26/15	closed	
12/31/15	9am – 1pm half day	New Year's Eve

Public Comments: None

Adjournment: Debra Dion Faust moved to adjourn, seconded by the Chair.

Approved 6-0

The meeting ended at 7:33 p.m.

Next Meeting: The next regular meeting is to be held on December 3, 2015, at 6:30 p.m.

Respectfully Submitted,

Kimberly Lovett
Secretary