

Saugus Public Library
Board of Trustees
Minutes

December 3, 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 6:33 p.m.

Approval of Minutes: Debra Dion Faust made a motion to accept the minutes from the November 5, 2015; seconded by the Chair.

Approved 6-0

Public Comments: Pauline Gautreau was present from the New Friends of the Saugus Public Library. On Saturday, December 5th, the New Friends will hold their 2nd Annual Winter Wonderland with crafts and games from 10 am to 1 pm. She reported that annual membership renewal was happening now and people were being very generous. There were many new members.

Monthly Financial Statement: Mary O'Connell reported that there were no big expenditures, just routine supplies and books. Per Gail Murray's request, Mary O'Connell agreed to check and see if book discounts could be shown on the statement in the future.

Communications & Correspondences: There was a request for use of the room at the Library for a press release. It was politically focused. They were told they would need to invite others from the opposing view.

Library Director Report: Mary discussed the Foundation Gala, which was a well-attended and very enjoyable evening. There were over 125 people in attendance. The Foundation did a great job of promoting the Library and reading with the

Readers Make Good Leaders program. The Town's tree lighting is Friday, December 4th from 5 – 8:30 pm. The Library is participating in story time during the festivities. There are 6 readers, including Trustee Cynthia Fordham. The Library bathrooms will be open to the public during that time and a custodian will be present. The Library parking lot and Taylor Street will be blocked starting at 3 pm.

The Library was holding programs (flyers were provided) for adult coloring, teen holiday crafts and noon year's eve.

The MBLC has rolled out a new catalog called Commonwealth Catalog (ComCat). If a patron cannot obtain an item through Noble, ComCat will search catalogs across the state and items can be delivered to Saugus.

Mary provided the circulation statistics from Saugus and for comparison, Noble. The trends for both are similar. She also gave a brief security update and the LanTel report and proposal was due next week.

New Friends of

Saugus Public Library: None (reported under public comments)

Chair Report: Matthew Canterbury reported about the Foundation Gala. There was passed food, a carving station and a silent auction. He said it was an excellent event. He also thanked all those who helped with the coordination of the tree lighting.

Old Business: Meeting Room Policy:
If anyone had any changes or recommendations, they should be sent to Michael Collier. It was decided to hold a special meeting to work on the policy. Matthew Canterbury would provide the minutes from original discussions.

Security: This item was already addressed. Currently, Trustees are waiting on 2 bids to discuss further.

Library Director: Cynthia Fordham reported that they received 4 applications since re-writing the posting. They had two upcoming interviews and strong candidates. Matthew Canterbury distributed packets for all the trustees about the hiring process.

New Business: None at this time.

Cynthia Fordham had questions about old business, specifically the fines. She wanted to know if we decided to keep the same fees or we were adjusting. There was discussion about Wakefield's donation system and Newburyport having no fines. It was decided to discuss this item at the special meeting as well.

Public Comments: None

Matthew Canterbury discussed excerpts from the Trustee Handbook, which provided a calendar for what to do each month. For example, what to do in January - Discuss budget. This will be added to next month's agenda.

Adjournment: Cynthia Fordham moved to adjourn, seconded by the Chair.

Approved 6-0

The meeting ended at 7:23 p.m.

Next Meeting: The next regular meeting is to be held on January 7, 2015, at 6:30 p.m.

The special meeting is proposed for mid-January. There is a tentative date for January 14, 2015.

Respectfully Submitted,

Kimberly Lovett
Secretary