

**Saugus Public Library
Board of Trustees**

Debra Dion Faust – Chair
Laura Flynn- Vice-Chair
Naomi Handler - Trustee
Roseanne Luongo- Secretary
Gail Murray – Trustee
Michael Sullivan- Trustee

Posting Date: April 3, 2018
Meeting Date: April 5, 2018
Time: 6:30 PM
Place: Saugus Public Library
Posted By: Debra Dion Faust, Chair

Meeting Agenda:

1. Call to order
2. Roll Call
3. Approve minutes- February 8, 2018
4. Public Comments
5. Monthly financial statement
6. Communications/correspondence
 - a. Letter re: year-round food collection
7. Library Director's report
8. New Friends of the Saugus Library comments
9. Chair report
10. Old business
 - a. Re-confirm by-laws changes that we originally agreed upon in January- must table until May
 - b. Continue to look over by-laws for amendment to comply with MBLC regulations
11. New business
 - a. Director Thibeault- new LIC Policy to be presented; vote for approval
 - b. Director Thibeault- summer vacation schedule/hours
 - c. Request from Town re: set up for Memorial Day

- d. Ex-post facto approval for Delayed openings on Apr 3 and 11 for staff training, plus allocation of funds from the donation account to pay for the materials.
- e. Director Thibeault- presentation of additional revision to Library Use Behavior Policy; vote for approval
- f. If time permits, request Board to allocate funds from the state aid account to pay for a new Book Drop

12. Public Comments

13. Adjournment

**Saugus Public Library
Board of Trustees**

Debra Dion Faust – Chair
Laura Flynn- Vice-Chair
Naomi Handler - Trustee
Roseann Luongo- Secretary
Gail Murray – Trustee
Michael Sullivan - Trustee

Posting Date: April 3, 2018
Meeting Date: April 5, 2018
Time: 6:30PM
Place: Saugus Public Library
Posted By: Debra Dion Faust, Chair

Meeting Agenda:

1. Call to order
 - a. *Called to order at 7:04PM. Meeting call to order was delayed due to traffic from Red Sox opening day.*
2. Roll Call
 - a. *Roseann Luongo and Gail Murray absent, all others present.*
 - b. *Congratulations to Michael Sullivan and Gail Murray for their appointments to the board.*
3. Approve minutes – February 8, 2018
 - a. *Laura Flynn moved to accept the minutes. Naomi Handler seconded the motion. **The motion passed unanimously.***
4. Public Comments
 - a. *None*
5. Monthly financial statement.
 - a. *In good standing for the budget, will likely have some salary savings to return to the town.*
6. Communications/correspondence
 - a. Letter RE: Year-round food collection
 - i. *Patron would like to have a bin available year-round to donate food items.*
 - ii. *Board approves this program.*
 - b. *Chair received a call with a request to provide more detail within the minutes, particularly of the motions passed during Board meetings.*
7. Library Director's report
 - a. *Boston Bruins PJ Drive and the extended Food for Fines program were successful.*

- b. *Two policy updates: one new and one updated. Board will review during New Business.*
 - c. *New defibrillator for the library, training and setup was included in recent staff training. Director Thibeault asked Board to approve funds from State Aid to cover the costs associated with this new equipment. Laura Flynn moved to approve the payment of these funds from State Aid and Michael Sullivan seconded the motion. It passed unanimously. Director Thibeault asked Board to approve funds from Donation Account to pay for staff materials for CPR training (\$25 x 17 staffers) and a delayed opening for April 3 and April 11 for these staff trainings. Laura Flynn moved to approve the funds from Donation Account and the delayed openings and Michael Sullivan seconded the motion. **It passed unanimously.***
 - d. *Summer schedule proposed in line with last year's schedule. Laura Flynn moved to approve this schedule and Michael Sullivan seconded the motion. **It passed unanimously.***
 - e. *Other updates from Director Thibeault: WiFi hot spots will go into circulation April 16. Received three quotes for public fax, copy, and scan capability. Several staff members have been attending training. New bookshelves were installed in Community Room. Library closures over February and March. Wellness Committee meetings have been hosted for parents. Lighting has been updated. Walkthrough with Mass Dept. of Energy Resources and reviewed the HVAC and the LED projects. Saugus Public Library Foundation is planning a fundraising event and other events for patrons. The New Friends of the Saugus Public Library met to discuss upcoming programs. Director Thibeault attended several NOBLE meetings and talked to the Saugus Rotary Club. There are opportunities for partnership with the club and/or Wheelabrator (where the club president works).*
 - f. *Circulation was down in February/March due to snow days. Overdrive and Hoopla are doing well.*
 - g. *New phone system is working wonderfully after a couple of hiccups, after four months of "making do."*
8. New Friends of the Saugus Library comments
- a. *None*
9. Chair report
- a. *Chair Faust contacted the Board of Selectman for approval of the by-laws changes. The Board of Selectman referred the approval of by-laws changes to Town Counsel John Vasapoli for his review.. Director Thibeault and Chair Faust will attend a budget meeting next week. Chair Faust asked all Trustees to complete the MA ethics training and sign the Town of Saugus Conflict of Interest Summary Acknowledgement of Receipt and bring the signed copy to the next meeting.*

- b. *Director Thibeault has successfully met all goals for the last three months. Board asks Director Thibeault to continue to do the good work that he has been doing.*

10. Old business

- a. Re-confirm by-laws changes that we originally agreed upon in January
 - i. *Tabled until May*
- b. Continue to look over by-laws for amendment to comply with MBLC regulations
 - i. *Reviewing by-laws with MBLC regulations. Some MBLC regulations are not applicable due to our town structure.*

11. New business

- a. Director Thibeault – new LIC policy to be presented; vote for approval
 - i. *Librarian-in-Charge Policy: Who is in charge if Director Thibeault is not working? What does “in charge” mean? What authority comes with that? Policy covers these questions and establishes guidelines for staff. Also includes Appendix with seniority lists and emergency tips.*
 - ii. *Laura Flynn moved to approve this new policy and Michael Sullivan seconded the motion. **It passed unanimously.***
- b. Director Thibeault – summer vacation schedule/hours
 - i. *Approved by board during Director Thibeault’s report.*
- c. Request from Town RE: Set up for Memorial Day
 - i. *Request to place the stage for the Memorial Day event in front of Saugus Public Library. It would involve closing two parking spots in front of the building. Naomi Handler moved to approve this setup and Laura Flynn seconded the motion. **It passed unanimously.***
- d. Ex-post facto approval for Delayed openings on April 3 and 11 for staff training, plus allocation of funds from the donation account to pay for the materials.
 - i. *Approved by board during Director Thibeault’s report.*
- e. Director Thibeault – presentation of additional revision to Library Use Behavior Policy; vote for approval
 - i. *Updated policy to include a provision addressing unaccompanied adults (adults without a child) in the Children’s Room or at Children’s programs unsupervised. Revision is not to be unwelcoming to patrons but rather to safeguard our youngest patrons.*

*ii. Michael Sullivan moved to pass this revision and Laura Flynn seconded the motion. It **passed unanimously.***

f. If time permits, request Board to allocate funds from the State Aid account to pay for a new Book Drop.

i. Book drop in front of the building is in bad shape and repairs will not fix the issues. Director Thibeault is envisioning a smaller book drop and a different location (outside on the Taylor Street side). Price range for these units is \$5,000-6,000. Director Thibeault will bring a formal proposal to the May meeting.

12. Public Comments

a. *None.*

13. Adjournment

a. *Adjourned at 7:51 P.M.*

Respectfully submitted,

Naomi Handler for secretary Roseann Luongo