

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: May 1, 2018
Meeting Date: May 3, 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. Re-confirm motions passed in April and Approve minutes- April 5, 2018
4. Public Comments
5. Monthly financial statement
6. Communications/correspondence
 - a. E-mail about new children's room policy for unaccompanied adults
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 June
11. New business
 - a. Director Thibeault- revised Internet Use Policy to be presented; vote for approval
 - b. 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

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Posting Date: May 1, 2018
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Time: 6:30 PM
Place: Saugus Public Library
Posted By: Debra Dion Faust, Chair

Meeting Agenda:

1. Call to order: Meeting called to order by Debra Dion Faust at 6:33PM.
2. Roll Call: All present except Naomi Handler.
3. Re-confirm motions passed in April and Approve minutes- April 5, 2018
 - a. February Meeting minutes approved
 - b. Approved funds
 - c. *Librarian-in-Charge Policy:*
 - i. *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.
 - d. 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.***
 - e. Director Thibeault – summer vacation schedule/hours
 - i. *Approved by board during Director Thibeault’s report.*
 - f. 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.

g. 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.

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

i. Revision to the Library Youth Behavior Policy

j. Motion to reconfirm the motions from the April meeting made by Laura Flynn, seconded by Michael Sullivan. **Passed Unanimously.**

k. April 5th meeting minutes.

*i. Motion to approve the May meeting minutes made by Michael Sullivan, seconded by Laura Flynn. **Passed Unanimously.***

4. Public Comments: None.

5. Monthly financial statement

a. 17% of the year remaining at 19% of the budget remaining. Requisition requests will be closely monitored to ensure the budget is managed closely.

b. Purchases being considered for the Children's Library:

i. Playaway

ii. Launchpad

6. Communications/correspondence: E-mail about new children's room policy for unaccompanied adults: After the last meeting to discuss at the last meeting was published in the paper and the public was concerned about infringement of Civil Liberties. This new library policy is in place to protect the well-being of the children.

7. Library Director's report (See Library Directors Report)

a. Book Drop

b. Food Donations: We will be collecting food throughout the year.

c. Internet Access Guidelines for Acceptable Use Policy: Name change recommended to Public Workstation/Internet Acceptable Use Policy

d. WiFi Hot Spots: all loaned out

e. Library Document Station: Received 3 competitive bids; selecting a lease option for 3 machines, including paper and toner.

f. Amy Melton attended a NOBS meeting and discussed many topics related to

g. Library closed, 4/16 for Patriots Day.

h. Lisa LeJeune manned a table @ the Saugus YMCA

i. Attended a Holds Roundtable on 4/25

j. Budget was presented on 4/25 to Town Finance Committee

k. SPL Foundation met and is considering funding 2 scroll displays upstairs and downstairs. Gals is October 20th.

l. Program Attendance: Major programs drew very well.

m. Display of painting and jewelry on display

8. New Friends of the Saugus Library comments

n. Ted Reinstein Program. He has incredible knowledgeable and entertaining and he talked about the New England General Stores. At capacity.

o. Monthly Game night going well, 3rd Tuesday of the month.

p. Same slate of officers elected.

q. Hank Philippe Ryan coming on 6/26. She will talk about being a reporter and her new book.

r. Jeremy D'Entremont. Lighthouse session in September.

9. Chair report

a. Attended the FinCom meeting to defend the budget on 4/25 and was pleased. Budget was approved.

b. By-laws were presented to BOS and Town Counsel.

i. Chairwoman Faust hopes to finalize to the changes to the By-laws by the end of June.

10. Old business

- a. Re-confirm by-laws changes that we originally agreed upon in January- must table until June
 - ii. Chairwoman Faust hopes to finalize to the changes to the By-laws by the end of June.
- b. Collect Conflict of Interest papers and certificates for delivery to Town Clerk's Office
 - iii. Still need to collect all of the signed COI papers

11. New business

- a. Director Thibeault- revised Internet Use Policy to be presented; vote for approval
 - i. Motion for the Approval of the Internet Use Policy Revision made by Michael Sullivan and seconded by Laura Flynn. All in favor. **Passed Unanimously.**
- b. Director Thibeault- proposal for \$3,600 from state aid or donations for new rental copier
 - i. Motion for the Approval of setting aside \$3,600 from state aid or donations for new rental copier made by Gail Murray and seconded by Laura Flynn. All in favor. **Passed Unanimously.**
- c. If time permits, request Board to allocate funds from state aid account to pay for a new Book Drop
 - i. Motion for the Approval to allocate funds from state aid account to pay for a new Book Drop made by Laura Flynn and seconded by Gail Murray. All in favor. **Passed Unanimously.**

12. Public Comments. Motion made to adjourn made by Chair, Faust; motion to adjourn made by Michael Sullivan and seconded by Laura Flynn. Meeting adjourned at 6:33 PM

13. Adjournment. The next regular meeting is to be held on Thursday, June 7, 2018 at 6:30 p.m.