**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**: June 5, 2018

**Meeting Date:** June 7, 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 of May 3 meeting
4. Public Comments
5. Monthly financial statement
6. Communications/correspondence
7. Library Director’s report
8. New Friends of the Saugus Library comments
9. Chair report
10. Old business
    1. Re-confirm by-laws changes that we originally agreed upon in January- must table until Sept.
11. New business
    1. Trustee Gail Murray- proposal to host an MBLC orientation at the SPL this fall
    2. Director Thibeault- discussion of amount money to be held in reserve for emergencies
    3. Director Thibeault- proposal for new Art and Exhibit Display policy
    4. Director Thibeault- presentation of Library schedule of openings for 2018-19
    5. Director Thibeault- emendation of Meeting Room Use Policy
12. Public Comments
13. Adjournment

**Saugus Public Library**

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**Place:** Saugus Public Library

**Posted By:** Debra Dion Faust, Chair

Meeting Agenda:

1. Call to order

* 1. Meeting called to order by Debra Dion Faust at 6:35PM.

2. Roll Call

* 1. R.Luongo performed roll call. All present with the exception of Laura Flynn with an excused absence.

3. Approve Minutes of May 3 meeting

* 1. Motion to approve May 2018 minutes made by Michael Sullivan, seconded by Naomi Handler. **Passed unanimously.**

4. Public Comments

* 1. NA

5. Monthly financial statement

* 1. Spending on track.

6. Communications/correspondence

* 1. Friday, May 18th Advocate, Q&A with Library Director Thibeault – article was good.

7. Library Director’s report

* 1. Book Drop has been ordered.
  2. Food donations are accepted all year.
  3. Replacement of Library Document Station
     1. Will do wireless printing.
  4. Creative Collections session, libraries loan out things, instruments, kits or packs. Will explore this in the coming year.
  5. SPL Foundation Meeting for end of year.
  6. Friends approved a MA DCR parking pass.
  7. Title 1 Students and families were attended a Saugus Public Schools event @ SPL.
  8. Saugus Garden Club Youth Outreach Program was awarded 1St Prize from the Garden Federation of Massachusetts.
  9. Will vote:
     1. Art & Display Policy
     2. Meeting Room Policy
     3. Holiday Calendar

8. New Friends of the Saugus Library comments

* 1. NA

9. Chair report

* 1. Chair Faust has been in touch with the Chair of the BOS to try to get the updates to the by-laws approved.
  2. Would like to postpone voting on new roles until September and until Director Thibeault meets his 1 year mark.
  3. Gail Murray has proposed to defer voting until September. Motion seconded by Naomi Handler. **Passed unanimously.**
  4. We will meet on Thursday, 7/12 @ 6:30PM to review and discuss 4th Quarter goals.

10. Old business

* 1. Re-confirm by-laws changes that we originally agreed upon in January- must table until Sept.

11. New business

* 1. Trustee Gail Murray- proposal to host an MBLC orientation at the SPL this fall
     1. Gail will reach out to Maureen to coordinate and host an event.
  2. Director Thibeault- discussion of amount money to be held in reserve for emergencies
     1. The Board and Director to research options for reserves. Things to consider: benchmarks, business continuity planning, insurance deductibles, peer assessments, etc.
        1. Strategic planning as part of reserves discussion and business continuity planning
  3. Director Thibeault- proposal for new Art and Exhibit Display policy
     1. This will be reviewed by Town Counsel.
  4. Director Thibeault- presentation of Library schedule of openings for 2018-19
     1. Motion to approve Library Schedule of Openings, with the ½ days (12/24, 12/31 & 11/21, 4/19) made by Roseann Luongo, seconded by Gail Murray. **Passed unanimously.**
  5. Director Thibeault- emendation of Meeting Room Use Policy
     1. Motion to approve emendation of Meeting Room Use Policy made by Naomi Handler, seconded by Michael Sullivan. **Passed unanimously.**

12. Public Comments

* 1. NA

13. Adjournment

* 1. Motion made to adjourn made by Chair, Faust; motion to adjourn made by Naomi Handler and seconded by Roseann Luongo. Meeting adjourned at 7:39 PM
  2. The next regular meeting is to be held on Thursday, July 12th, 2018 at 6:30 p.m.