

## 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

**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:** 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
  - a. Meeting called to order by Debra Dion Faust at 6:35PM.
2. Roll Call
  - b. R.Luongo performed roll call. All present with the exception of Laura Flynn with an excused absence.
3. Approve Minutes of May 3 meeting
  - c. Motion to approve May 2018 minutes made by Michael Sullivan, seconded by Naomi Handler. **Passed unanimously.**
4. Public Comments
  - d. NA
5. Monthly financial statement
  - e. Spending on track.
6. Communications/correspondence
  - f. Friday, May 18<sup>th</sup> Advocate, Q&A with Library Director Thibeault – article was good.
7. Library Director's report
  - g. Book Drop has been ordered.

- h. Food donations are accepted all year.
  - i. Replacement of Library Document Station
    - i. Will do wireless printing.
  - j. Creative Collections session, libraries loan out things, instruments, kits or packs. Will explore this in the coming year.
  - k. SPL Foundation Meeting for end of year.
  - l. Friends approved a MA DCR parking pass.
  - m. Title 1 Students and families were attended a Saugus Public Schools event @ SPL.
  - n. Saugus Garden Club Youth Outreach Program was awarded 1<sup>st</sup> Prize from the Garden Federation of Massachusetts.
  - o. Will vote:
    - i. Art & Display Policy
    - ii. Meeting Room Policy
    - iii. Holiday Calendar
8. New Friends of the Saugus Library comments
- p. NA
9. Chair report
- q. Chair Faust has been in touch with the Chair of the BOS to try to get the updates to the by-laws approved.
  - r. Would like to postpone voting on new roles until September and until Director Thibeault meets his 1 year mark.
  - s. Gail Murray has proposed to defer voting until September. Motion seconded by Naomi Handler. **Passed unanimously.**
  - t. We will meet on Thursday, 7/12 @ 6:30PM to review and discuss 4<sup>th</sup> Quarter goals.
10. Old business

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

11. New business

- v. Trustee Gail Murray- proposal to host an MBLC orientation at the SPL this fall
  - i. Gail will reach out to Maureen to coordinate and host an event.
- w. Director Thibeault- discussion of amount money to be held in reserve for emergencies
  - i. 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
- x. Director Thibeault- proposal for new Art and Exhibit Display policy
  - i. This will be reviewed by Town Counsel.
- y. Director Thibeault- presentation of Library schedule of openings for 2018-19
  - i. 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.**
- z. Director Thibeault- emendation of Meeting Room Use Policy
  - i. Motion to approve emendation of Meeting Room Use Policy made by Naomi Handler, seconded by Michael Sullivan. **Passed unanimously.**
  - ii.

12. Public Comments

- aa. NA

13. Adjournment

- bb. 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
- cc. The next regular meeting is to be held on Thursday, July 12<sup>th</sup>, 2018 at 6:30 p.m.