

**Saugus Public Library
Board of Trustees
Special Meeting**

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

Posting Date: July 10, 2018
Meeting Date: July 12, 2018
Time: 6:30PM
Place: Saugus Public Library
Posted By: Debra Dion Faust, Chair

Meeting Agenda:

1. Call to order
2. Roll Call
3. Public comments
4. Critique of Director Thibeault's third quarter performance
5. Establishment of goals for Director Thibeault's quarter July through September
6. Adjournment

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Meeting Agenda:

7. Call to order
 - a. Meeting called to order at 6:45PM by Debra Dion Faust
8. Roll Call
 - b. All here except Laura Flynn.
9. Public comments
 - c. None.
10. Critique of Director Thibeault's third quarter performance
 - d. Budget Development: went well. No additional support needed from Trustees.
 - e. Staff Development sessions are now ongoing. Director Thibeault will continue to update us quarterly at meetings.
 - f. Outreach to schools and local organizations has been ongoing. Conclusion: Director Thibeault has not only met but exceeded expectations in every category.
11. Establishment of goals for Director Thibeault's quarter July through September
 - g. Community Engagement & Outreach
 - i. Teen Engagement
 - ii. Title 1 Night – repeat
 - iii. Continued pursuit of key community stakeholders
 - h. Financial
 - i. State Aid Fund Management

- ii. Continued management, monitoring and reporting out of library financials
- i. Strategic Plan Leadership & Development
 - i. Completion by Spring of 2019, new version due by October 2019.
 - 1. Q1: breaking out the strategic plan
 - a. Business continuity planning
 - b. Financial
 - c. Patron Needs
 - d. Emergency Procedures Plan
 - e. Staff Training & Development
 - i. Customer Service
 - ii. Fire Drill

12. Adjournment

- j. Motion to adjourn @ 7:13PM made by Naomi Handler and seconded by Gail Murray. Motion passed unanimously.