

**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: September 4, 2018
Meeting Date: September 6, 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 June 7 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
 - a. Re-confirm by-laws changes that we originally agreed upon in January- must table until Oct.
 - b. Trustee Gail Murray- proposal to host an MBLC orientation at the SPL this fall- report
 - c. Director Thibeault- discussion of amount money to be held in reserve for emergencies, vote
 - d. Director Thibeault- proposal for new Art and Exhibit Display policy- report on status
11. New business
 - a. Trustee Gail Murray- Healthy Students, Healthy Saugus proposal
 - b. Trustee Gail Murray- 1 proposed change to BOT schedule for 2018-19
 - c. Trustee Michael Sullivan- proposal to create virtual tour for current and prospective patrons
 - d. Trustee Michael Sullivan- proposal to teach patrons about private web browsing, using a VPN

(virtual private network)

- e. Director Alan Thibeault- permission to open at noon on October 20 and 24 for ongoing employee training sessions

12. Public Comments

13. Adjournment

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Meeting Agenda:

14. Call to order – called to order at 6:34pm.
15. Roll Call
 - a. Trustee Flynn and Trustee Luongo absent; Chair Faust, Trustee Handler, Trustee Murray, Trustee Sullivan present
16. Approve Minutes of June 7 and July 12 meetings
 - a. Trustee Murray referred to the MA Open Meeting Law, specifically the “summary of all points discussed”. The board discussed whether we need to provide more robust detail in summarizing our discussions.
 - i. Trustee Sullivan will reach out to town counsel, John Vasapolli, for his opinion.
 - ii. Trustee Murray is attending an open meeting law meeting in October in Winchester and she will raise this question there as well.
 - b. Chair Faust welcomed a motion to approve the minutes. Trustee Sullivan made a motion to approve the minutes. Trustee Handler seconded the motion. **All in attendance were in favor.**
17. Public Comments
 - a. No public in attendance.
18. Monthly financial statement
 - a. Reviewed current financial summary. Spending is right where it should be for this point in the year. Municipal non-salary (49.32% spent) includes annual expenses that are paid at the beginning of year.
 - b. Chair Faust noted that the total for Printing Fees is incorrect (\$127 but should be \$797). Correction will be made to financial summary.
19. Communications/correspondence
 - a. Maura Deedy, MA Friends of Libraries, reached out to Chair Faust to see if the Board wanted to nominate a friend for the Donna Forand Fantastic Friends Award. The deadline is September 8, 2018. Board agreed to note this deadline for 2019.
20. Library Director’s report
 - a. Refer to Library Director’s Report for specific details. Items noted in the meeting:
 - i. Founder’s Day Book Sale is Saturday.
 - ii. Director Thibeault will provide board members with links to information from a Webinar he took part in, sponsored by the organization EveryLibrary. Org, concerning library funding.
 - iii. Trustee Murray stated that the library should avoid purchasing upholstered furniture in the future to avoid expensive cleaning costs and thwart the threat of germs and virii.

- iv. An additional training for all staff will be done with the town treasurer and focus on how to handle money. Part of the customer service training will include review of the recently updated customer service policy.
- v. State Aid is expected to be \$33,000-34,000 for the year.
- vi. The fire drill will not be a surprise, staff will be notified of the time and the process for the drill. This is a teaching moment for staff and patrons. Trustees noted that a fire drill has not taken place over the last four years.
- vii. The new Playaway devices are for children up to about 8 years old.
- viii. The "Employee Emergency Procedural Guidelines" is in draft form, it will be reviewed by staff and then shared with the Fire and Police Departments. A defibrillator has been installed behind the circulation desk and staff know how to use it.

21. New Friends of the Saugus Library comments

- a. No comments.

22. Chair report

- a. Chair Faust is still negotiating with the Board of Selectman to be added to a meeting to propose the approval of our changes of the by-laws. The current bylaws are out of date and circumstances have changed with the Board prior to the appointment of all current Trustees. The bylaws only allow changes to be approved by the Board of Selectman. As such, we are out of compliance with our bylaws and at a loss with next steps without communication from the Board of Selectman.
 - i. Trustees that are attending Founder's Day will talk to Board of Selectman if possible.
 - ii. Chair Faust and Trustee Murray will attend the meeting on September 12 to ask to be added to an agenda for a future meeting.
- b. The Board will move the current quarterly review of Director Thibeault to an annual review process at the conclusion of this quarter.

23. Old business

- a. Re-confirm by-laws changes that we originally agreed upon in January- must table until Oct.
- b. Trustee Gail Murray- proposal to host an MBLC orientation at the SPL this fall- report
 - i. Proposal was not accepted, fall season was already scheduled in alternate locations.
 - ii. Board will petition for this again next year.
- c. Director Thibeault- discussion of amount money to be held in reserve for emergencies, vote
 - i. Discussed the proposal to keep \$100,000 as a prudent reserve and spend about \$20,000 as supplemental operational funds to additional materials, programs & program supplies, public printing system (will ask town for support for next year), and supplies and furnishings.
 - ii. Director Thibeault would like the Board to approve two items:
 - 1. Keep the State Aid Fund to stay at \$100,000 at all times.
 - 2. An annual process for the Board to approve additional spending of about \$20,000 based on the needs for the library.
 - a. Board discussed how to replace furniture in an appropriate manner, both in relation to the timing and the budget.
 - b. Board noted that the chairs in the Richardson need to be replaced. Trustee Handler will share the model that has been purchased at her work (caper chair). Director Thibeault will review options and get a quote for our next meeting. Chair Faust will add discussion of replacing these chairs to the agenda for the October meeting.

- 3. Chair Faust welcomed a motion to approve the prudent reserve and the supplemental operational funds. Trustee Sullivan motioned to approve the two items. Trustee Murray seconded the motion. **Motion passed unanimously.**
 - d. Director Thibeault- proposal for new Art and Exhibit Display policy- report on status
 - i. Will report in October; will reach out to Town Counsel about provisions of the policy.
24. New business
- a. Trustee Gail Murray- Healthy Students, Healthy Saugus proposal
 - i. Aim to address food insecurity within our community. Program will be run by school department. Thursday food will be bagged and students will take home groceries over the weekends. This will start in elementary schools.
 - ii. Trustee Murray asked how we can participate in this program. Trustees discussed alternating the donation of the food items or creating a separate box for toiletries. Director Thibeault will reach out to Dennis Gould (contact for this program) to see what is most needed and will provide an update.
 - b. Trustee Gail Murray- 1 proposed change to BOT schedule for 2018-19
 - i. Proposal to move May meeting from first Thursday to second Thursday (May 2, 2019 to May 9, 2019).
 - 1. **All in favor**, and Chair Faust will make this change.
 - c. Trustee Michael Sullivan- proposal to create virtual tour for current and prospective patrons
 - i. Idea is to introduce the library to new patrons with a video tour.
 - d. Trustee Michael Sullivan- proposal to teach patrons about private web browsing, using a VPN (Virtual private network) – Training idea for patrons to identify online security. Discussion included general online security tips including: password management, how to identify phishing emails/scams, how to use VPN, etc.
 - e. Director Alan Thibeault- permission to open at noon on October 24 and 30 for ongoing employee training sessions
 - i. Chair welcomed a motion to approve these two delayed openings. Trustee Handler made a motion to approve these two delayed openings. Trustee Sullivan seconded the motion. **The motion passed unanimously.**
 - f. Director Thibeault proposed a timeline for the Strategic Planning Process. Items to complete in September include appointing a subcommittee (2-4 individuals responsible for directing and establishing standards for the planning process). The subcommittee would then review the mission and vision statements.
25. Public Comments
- a. No public in attendance.
26. Adjournment
- a. Chair Faust welcomed a motion to adjourn. Trustee Handler motion to adjourn and Trustee Sullivan seconded the motion. **Motion passed unanimously at 7:49pm.**

The next scheduled meeting will be Thursday, October 4, 2018.

Respectfully submitted,

Naomi Handler for
Secretary Roseanne Luongo