

**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: October 2, 2018
Meeting Date: October 4, 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 September 6 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. Chair Debra Dion Faust- report on status of by-laws changes
 - b. Director Thibeault- update on strategic planning process
11. New business
 - a. Review of Director's Thibeault's first year, fourth quarter performance.
 - b. Trustee Michael Sullivan- report on homework club; proposal for Trustees Luongo and Sullivan to visit School Committee meeting 10/11 to spread the word on Homework Club, Gala and Overdrive
12. Public Comments
13. Adjournment

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Meeting Agenda:

14. Call to order – Madam Chair called the meeting to order at 6:34pm.
15. Roll Call:
 - a. Secretary Luongo and Trustee Handler absent; Chair Faust, Vice-Chair Flynn, Trustee Murray, Trustee Sullivan, Library Director Thibeault present.
16. Madam Chair asks for a motion to approve the meeting minutes from September. Trustee Sullivan made a motion to approve, Trustee Murray seconded, **All in favor, the minutes from September 2018 are approved and will be filed and stamped at Town Hall by Madam Chair.**
17. Monthly financial statement presented by Director Thibeault:
 - a. 71% of the budget is left, which is mostly salary, so that will even out. Trustee Murray asked about State aid revenue. Director Thibeault said it would be all interest for the fiscal year. Saugus Public library received two monetary awards from the state last spring.
18. Communications/correspondence
 - a. Madam Chair was asked why no members from our Friends of the Library were not nominated for awards by the Mass Friend of the Library MFOL. Paulette, Friend of the Library, said that we cannot nominate our Friends because they do not belong to the MFOL. Trustee Murray asked why they did not belong and there was some discussion, but no answer was known.
 - b. Madam Chair spoke to Selectwoman Panetta to review the proposed changes to the Library bylaws. Selectwoman Panetta agreed to further look over the changes so they may be presented to the Selectman, approved and adopted.
 - c. Madam Chair was in contact with Town Clerk, Elena Schena regarding the BOT Minutes. She was informed that minutes should be brought to the Town Clerk, to be time and date stamped and filed in the Clerk's binder of minutes. Madam Chair made copies all missing BOT minutes and submitted them to the Town Clerk.
 - d. As was brought up previously by the BOT, Madam Chair inquired as to whether the Position of Treasurer on the BOT could be eliminated. She was told that Wendy Hatch handles the money and the position could be eliminated. Trustee Murray pointed out that this does not mean that the BOT will not look closely at the financial reports provided to the BOT.
 - e. Madam Chair reformatted bylaw changes which would include eliminating the Treasurer and submitted all to the Town Attorney John Vasapoli.
 - f. Madam Chair asked Director Thibeault about the Artist's release and the Director confirmed that he sent it over to Attorney Vasepoli for review and was promised a response next week 10/9.

- g. Attorney Vasapoli is reviewing all proposed bylaw changes to ensure that there are no conflicts with the Town's Bylaws. If there are none, Madam Chair said she will look to get a spot on the Agenda of the Selectmen and present the proposed changes.
19. Library Director's report
- a. Mary recently attended training at Noble for Overdrive, which has expanded to include other library networks, giving members more access to material. Trustee Murray asked how the information of additional Overdrive networks was being communicated. Director Thibeault said that information has been posted on the website and flyers in the library.
 - b. Director Thibeault attended a Noble meeting regarding the 2020 budget, which the Director will present in November.
 - c. Amy attended a NOBS meeting where they were discussing and evaluating library summer reading programs.
 - d. Mary also attended a History roundtable at Noble where ideas regarding historical collections were discussed.
 - e. The Library Gala is on October 20th; tickets are \$30 pp. There will be awards for Readers Make Good Leaders, raffles and garden club displays. We're hoping that all the Trustees will be able to make it again this year.
 - f. On October 24th and 30th as part of the Quarterly training schedule, the Library staff will take part in Customer Service training, review of how to handle money. Training will cover face-to-face and telephone customer service training. This is part of the Library's Customer Service policy. The Library will open late on both dates. Trustee Murray asked about the Library's incident log and how it's being kept. Director Thibeault responded that these logs are now on Google Drive, and he ensures that all incidents are reported.
 - g. Director Thibeault attended the Selectmen's meeting on September 12 regarding the handicap parking spot at the front of the building being moved closer to the crosswalk and curb cutout, making the spot truly handicap accessible to the library. It was approved, and the DPW will begin working on this soon.
 - h. Completed Library Financial Report which will be submitted to the MA Library Commission. Based on the report, we should be eligible for full state aid.
 - i. Homework help resumed at the library on 10/2 and 10/4. As expected, it was a slow start, but it usually picks-up as the school year progresses.
 - j. Thank you to Trustee Murray and Trustee Sullivan, who will act as part of the Steering Committee for the Library's Long Range Strategic Plan.
 - k. Steering Committee will reach out to key stakeholders for a focus group. Director Thibeault reached out to three different facilitators, a choice of which will be decided for December.
 - l. During the rain and wind storm on September 19 the Library lost power and experienced some flooding in the Taylor Street lobby, mostly caused by the mulch clogging the drain. Trustee Murray asked if there was any way we could hold the mulch back or in place. There was discussion regarding the downslope of the entrance / landscaping. Director Thibeault said he would ask the DPW. Trustee Murray would like to know what the solution would be. Because the rain and wind were so intense, roughly 8 patrons opted to stay in the building. It wasn't a problem with no power, since the storm was during daylight hours.
 - m. On September 25, there was a nice book display commemorating the ratification of the First Amendment of the U.S. Constitution and Banned Books week.
 - n. Director Thibeault is looking to set-up a more ambitious display / interactive setting around the First Amendment.

- o. Secretary Luongo spoke with Mark Vogel from the *Advertiser* about library events, resources and digital books.
 - p. Discussion about the Gala and the funds being used for some free concerts. On December 2, the Foundation will host a free jazz concert.
 - q. On October 3rd a fire drill was conducted at the library. Three staff member and six patrons were present, and Director Thibeault gave notice about the drill. The Saugus Fire Department were satisfied with the evacuation plan. We noticed that some emergency lights did not work because of batteries. The DPW came and replaced batteries. Director Thibeault had shared the Emergency Plan Procedures, and we will revisit. There was a lot of discussion among the library staff; what keys to take, to grab the employee schedule so it can be confirmed who was on duty in the building and how should we evacuate a handicapped patron. Director Thibeault said two locations were identified, which are the cement stairwells. First responders would be notified if there was a patron waiting for evacuation there. Trustee Murray asked what Fire Department said regarding this plan. Director Thibeault said, they have not weighed in on that yet. The plan goes to the full staff, and then to the Fire and Police for review. The plan is to present this plan to the BOS in the Spring of 2019. Director Thibeault said the next fire drill will be unannounced.
 - r. Director Thibeault met with the New Friends, who are sponsoring a pumpkin day in the Children's room and on November 6 a musical concert with Alyssa Coates, who will play her acoustic guitar suitable for ages 3-8.
20. New Friends of the Saugus Library comments
- a. No members were present.
21. Chair report. She reported everything in the Correspondence Section and had reported on the Status of the Bylaws.
22. Old business – Director Thibeault spoke about that during Director's report.
23. New Business: Director Thibeault has been at the library for 1-year. Madam Chair sent his 4th Quarter Performance report to Town Hall. Madam Chair had asked Town Hall about the letter of offer that listed Director Thibeault's hiring as Provisional: if there would now be something happening. She was told all employees are hired in this fashion, and to continue to send over quarterly reports to Town Hall. Public Outreach has been accomplished, and this is place where the Director really shines. Director Thibeault said, "There is more to be done."
24. Trustee Sullivan attended the Saugus School Committee meeting last month as a member of the Saugus Cultural Council and would like to attend again as a member of the BOT to provide an update on the Gala and homework club. Trustee Luongo will send bullet points on the homework club. It was agreed that he'd attend.
25. Trustee Murray noted that the BOT meeting schedule for May 2019 would be changed to May 2nd. The Director stated that it was added to the calendar.
26. Next BOT meeting will be held on November 1st, which was noted was also Trustee Sullivan's birthday.
27. Public Comments
- a. No public in attendance.
28. Adjournment
- a. Trustee Sullivan made a motion to adjourn. Trustee Murray, seconded. **Motion passed unanimously at 7:08.**

Respectfully submitted,

Vice Chair Laura Flynn
For Secretary Roseanne Luongo