

**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: December 27, 2018
Meeting Date: January 3, 2019
Time: 6:30 PM
Place: Saugus Public Library
Posted By: Debra Dion Faust, Chair

Meeting Agenda:

- a. Call to order
- b. Roll Call
- c. Approve Minutes of December 6 meeting
- d. Public Comments
- e. Monthly financial statement
- f. Communications/correspondence
- g. Library Director's report
- h. New Friends of the Saugus Library comments
- i. Chair report
- j. Old business
 - a. Chair Debra Dion Faust- report on status of by-laws (now rules and regulations) changes,
Incorporating changes suggested by Town Counsel to comply with Town Charter
 - b. Director Thibeault- update on strategic planning process- Meeting on January 7, 2019
- k. New business
- l. Public Comments
- m. Adjournment

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Meeting Agenda

I. Call to order at 6:33pm.

II. Roll Call.

A. Vice Chair Laura Flynn called roll. All present, Secretary Luongo joined late.

III. Approval of Minutes

A. Chairwoman Dion-Faust asked for a motion to approve December's minutes. Trustee Handler made a motion to approve the minutes. Trustee Sullivan seconded the motion. **All in favor.** The December minutes were accepted.

IV. Monthly Financial Report

A. Director Thiebault; Spending continues on pace. There is 48% remaining in the budget for the current fiscal year.

A. Trustee Murray mentioned that she did not see orders for large print books. Director Thibault: The Librarian who has been ordering these books has been lumping her book orders together, so it does not show what part of the money was for large print. As of this year we have budget of \$3,408 for large print and have spent \$1,400. We haven't really been tracking that, but will do that for the remainder of the year. Trustee Murray: Thank you. I want to be able to show in the strategic plan that we are keeping our commitment to this patronage. Secretary Luongo: Do we have an overlay that magnifies? Director Thibault: Yes, we do; however, it is very old and we are looking into getting a new one. Discussion continued with the Trustees to ensure that this population's needs are met and to make them aware that this service is available.

V. Communications/Correspondence

A. Trustee Murray: That through GLSS she became aware of a new service for the homeless. It is in Malden and called the Malden Warming Center; it is open Mon-Fri 8pm - 6am, and located at 529 Eastern Ave. This is a great service for the homeless.

VI. Library Director's Report

A. Director Thiebault reported that the library received \$9,943.80 from the Leona Payson Estate as well as a \$100 donation from Dean Cook and David Andrew.

B. New procedures went into place for the library's financial security, keys, safes, etc. We are working out details about how much seed money is left in the safe overnight, etc. Attached to Director Thiebault's report are the procedures.

C.The SOAR exercise with New friends will take place on Monday, January 7 at 6:30. For those who cannot attend, a virtual session will be held and also for the monthly weekends.

A.Librarian Mary O'Connell completed a webinar of the new version of Word Press. This is how our website is hosted. The new version doesn't seem a whole lot different from what we are using now. Secretary Luongo: Do you find the new version of Word Press easy? Director Thibault: I haven't really used it yet. Waiting for us to go full Gutenberg.

D.Food for Fines collected 368 items last month; this is a big uptick over last year.

E.Mary Beth Mays drew a crowd of 75 for the children and performed a Holiday Concert.

F.We worked on the Emergency Service Procedures; they are being reviewed by our fire and police department; when I get it back, I will bring it to the Board for approval.

G.The Library will be closed on Martin Luther Day King Day, Monday, January 21st.

H.Circulation is up over last year and Overdrive continues to climb. Overdrive is still a small proportion of what we do. We are not allowed to count the Hoopla circulation as circulation; it must be counted as a database collection.

I.I have been asked to take part in a Library Committee on the MLB, hoping maybe I can bring some change about.

B.Trustee Murray: Why is the Cultural Arts budget over \$4,260? Director Thibault: that amount has been sitting there, not sure where this money comes from. It doesn't really make sense, as we submit a purchase order to pay for programs. Discussion continued regarding what the Cultural Arts money is. Director Thibault: technically we could spend this because it is still there, but in reality, we know we've spent it. I will look into it.

VII. Old Business

A.Chairwoman Dion-Faust; I received a final email from Attorney Vasapolli giving the OK for everything and have asked to be put on the Selectman's schedule. I will keep the Board apprised of when we are to present if anyone wants to be present. If I hear anything before the February meeting I will notify the Board.

B.Chairwoman Dion-Faust; Is there anything else to add for the Strategic Planning process? There was not.

VIII. New Business

A.Trustee Murray: Congress passed the Library and Music Act in December. Congress said that libraries have a long-standing value in America and are a national priority.

B.Director Thibault: Homework Help started again today.

C.Trustee Murray; What is the Autism Group? Director Thibault; That is a private group and it is their business meeting.

D.Trustee Murray; Is the Book Club starting in January? Director Thibault; The book is on the website.

E. Trustee Murray: Do we have any updates on the Board/Rolling Scroll/ Display Case? Director Thibault: Nothing yet. I am looking at a bid from a company in New Hampshire. We had talked about two locations; 1 behind the circulation desk and a smaller screen next to the elevator on the 2nd floor. With the scrolling displays we have two options; one, we can load the content ourselves-- or we can have an outside source host and only need a Wi-Fi signal. Discussion continued. Trustee Handler: I have some experience with this. If the content is not refreshed often enough, then people go blind to it. I will share what we came up with. Director Thibault: using an outside source would allow us to bring in other feeds-- weather, etc. We could tailor the content based on the clientele that are in the building. Daytime hours would focus on Children, evening for adults. Discussion continued around the content and work required around creating and planning content.

F. Director Thibault; I learned that there are two grades of monitors/TVs; one TV is Consumer Grade and the other Commercial Grade. The commercial grade costs more, but comes with a 5 year warranty, and they don't burn out as quickly. They are made to run 16 hours of scrolling content. The company I'm talking to will do the installation and get it up and running and also train. Trustee Murray: when will this be up and running? Director Thibault; The Foundation wants to fund this now; will present to them on Wednesday. Will come back to the board before anything is hung up. Discussion continued. Trustee Handler: Can you ask how long it has taken to create content, maybe they have a lessons learned? Director Thibault; Good question to ask. Discussion continued. Trustee Murray: Would we allow community announcements? Director Thibault; Yes, as long it is relevant to the Town.

G. Trustee Murray: Homebound patrons; should they call to ask about services or go on the website? Director Thibault; They usually contact us, and this is reserved for those who really can't get to the library. This is a volunteer thing right now. It also depends on the Patron. Some are easier to get books to than others. Trustee Murray: The Homebound Patron can have a Proxy to get the books for them. Information is on the website. Director Thibault: Mostly it is people who have just had surgery or cannot make it here and they generally age-out of the program.

IX. Public Comments:

A. There were no Public present or comments.

X. Adjournment

A. Chairwoman Dion-Faust asked for a motion to adjourn. Trustee Murray made a motion to adjourn, seconded by Trustee Handler. **All in favor. The motion to adjourn was passed unanimously.**