

**Saugus Public Library  
Board of Trustees**

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

**Posting Date:** November 5, 2019  
**Meeting Date:** November 7, 2019  
**Time:** 6:30 PM  
**Place:** Common Room, Saugus Public Library

**Posted By:** Alan Thibeault, Director, Saugus Public Library

Meeting Agenda:

1. Call to order
2. Roll Call
3. Approval of Minutes for the October 3 meeting
4. Public Comments
5. Monthly financial statement
6. Library Director's report
7. Chair's Report
  - a. Deb Dion Faust Saugus Woman of the Year 2019
  - b. Brainstorming networking ideas for the Friends, Foundation, and community advocates
8. New Friends of the Saugus Public Library comments
- . Late Libaray opening at noon on Wednesday, November 13<sup>th</sup>, and Tuesday November 19<sup>th</sup> for staff training.
9. New business
10. Public Comments
11. Adjournment

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Meeting Agenda:

1. Call to order- Chairman Sullivan called the meeting to order at 6:33 p.m..
2. Roll Call- Trustee Handler was initially absent during the roll call, arriving at 6:35. All other members were in attendance from the beginning of the meeting.
3. Approval of Minutes for the October 3 meeting- Trustee Flynn moved and Vice-Chair Luongo seconded approval of the minutes. **The motion passed unanimously.**
4. Public Comments- None. No members of the public were present.
5. Monthly financial statement- Director Thibeault said that the Cultural Council Account is to be used specifically for programming, nothing else.
6. Library Director's report- (See also Library Director's Report.) The library will be closed on Monday, November 11 in observation of Veterans' Day. It will also close at 1 p.m. on Wednesday, November 27 for Thanksgiving, remaining closed through Friday, November 29. The annual Library Gala was held on Saturday evening, October 19, and was attended by over 100 people. Gail Murray expressed thanks to Ed Jeffries and Linda Call of the Foundation for this successful program.

The Library is establishing weekly English Language Learning classes for parents of Saugus students at the Library on Wednesdays from 5:30 – 7:45 in the Brooks Room upstairs, starting on December 4. The program is funded by a Title 3 (Federal) Grant obtained by the Saugus Public Schools.

There will be staff training from 9 a.m. until noon on both Wednesday, November 13 and Tuesday, November 19. The training consists of a refresher on AED training conducted by Saugus Fire Department personnel, an introduction to and discussion of the new 5-year

Strategic Plan, and Evergreen offline circulation procedures. There will therefore be a delayed opening on both those days, starting at noon.

7. Chair's Report

- a. Debra Dion Faust Saugus Woman of the Year 2019. Unfortunately, with the postponement of Founder's Day due to weather issues, Debra was unable to accept the award in person at Founder's Day, having a family commitment outside the state. The Board graciously congratulated her on the award.
- b. Brainstorming networking ideas for the Friends, Foundation, and community advocates, perhaps more connections with the Saugus business community—perhaps meetings for later in the spring. Vice-Chair Luongo suggested the possibility of “piggy-backing” short, informational meetings onto existing programs or musical events at the library.

8. New Friends of the Saugus Public Library comments- None. No members of the New Friends were present.

9. New business

- a. Late Library opening at noon on Wednesday, November 13<sup>th</sup>, and Tuesday November 19<sup>th</sup> for staff training. Director Thibeault asked for Board approval of this measure. Trustee Murray moved, and Trustee Flynn seconded approval. **The motion passed unanimously.**
- b. Vice-Chair Luongo inquired whether the Library would be involved in providing readings for children in tandem with the annual tree-lighting, and Director Thibeault explained that the format of reading in the conference room of the Town Hall over the past few years had become both unwieldy and poorly attended, so that last year a decision was made to discontinue the process.

10. Public Comments- None. No members of the public were present.

11. Adjournment The motion to adjourn was made by Trustee Handler and seconded by Trustee Flynn. **The motion passed unanimously, and the meeting adjourned.** The next meeting will be on Thursday, December 5, 2019.

Respectfully submitted,

Debra Dion Faust, Secretary