

**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: December 3, 2019

Meeting Date: December 5, 2019

Time: 6:30 PM

Place: Community 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 November 7 meeting
4. Public Comments
5. Monthly financial statement
6. Library Director's report
7. Chair's Report
 - a. Cultural Council Applications
 - b. Newtorking Activity and Ideas—Spring 2020 Meet and Greet?
 - c. School Committee Networking
8. New Friends of the Saugus Public Library comments
9. New business
 - a. TBD
10. Public Comments
11. Adjournment

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Minutes:

1. Call to order- Chairman Sullivan called the meeting to order at 6:35 p.m..
 2. Roll Call- Trustee Flynn was absent. All other members were present.
 3. Approval of Minutes for the November 7 meeting- Trustee Handler moved and Trustee Murray seconded approval of the minutes. **The motion passed unanimously.**
 4. Public Comments- None. No members of the public were present.
 5. Monthly financial statement- Spending is on track for this point of the year.
 6. Library Director's report (See also Library Director's report.) The library was closed on November 11 for Veterans' Day, and was closed at 4 p.m. on Monday, December 2 due to the storm, remaining closed until noon on Tuesday, December 3 for the same reason. The library will close at 1 p.m. on Tuesday, December 24 for Christmas and remain closed on Christmas, Wednesday, December 25 itself. Again, on Tuesday, December 31 the library will close at 1 p.m. and remain closed on January 1, 2020, for the New Year's Holiday.
- On November 9, New England Patriots star Julian Edelman hosted 25 Saugus children and their parents in the Back Bay as he unveiled his newest book, *Flying High 3*.
- Staff training was conducted on Wednesday, November 13 and Tuesday, November 19, including a refresher on the use of the AED (defibrillator) taught by the Saugus Fire Department. The next staff training will be in February of 2020.
- 24 people attended the first ELL class in the Community Room on Wednesday evening, December 4 from 6:00 – 7:30 p.m..

Increased requests for use of library meeting rooms is leading to refusal of a number of requests due to prior booking and lack of availability. Therefore, there will be a closer look at the issue, and how to make changes to available spaces and procedures for use to ensure efficient and equitable use of the library meeting rooms.

7. Chair's Report

- a. Chairman Sullivan shared with the Board a thank you note from Wendy Reed concerning the Food for Fines Program, which feeds the United Parish Food Pantry.
- b. Cultural Council Applications
- c. Networking Activity and Ideas—Spring 2020 Meet and Greet? Chairman Sullivan mentioned that May is Arts Month, so this might be a good time to consider it, with some funds available from the Cultural Council to help to fund a collation for the meeting. Chairman Sullivan asked to put this on the January agenda, with planned collaboration among us, the Friends and Foundation in order to organize and effect it.
- d. School Committee Networking- Chairman Sullivan and Director Thibeault will be meeting with Ryan Fisher and Dennis Gould of the School Committee to establish ties between the library and the School Committee. Discussion ensued concerning digital literacy and training for students in how to navigate research projects without relying completely on digital sources—or understanding that not all digital sources are verifiable or credible for use in writing a research paper.
- e. The Foundation is looking for an *ex officio* member of the board to sit in on Foundation meetings, which take place at 4 p.m. on the first Tuesday of each month. If anyone is interested, please contact Director Thibeault.

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

9. New business

- a. TBD- Director Thibeault shared with the Board the proposed numbers for the 2020-21 budget, which represents a 2.16% increase over last year, and asked for Board approval. Trustee Murray asked for clarification of the “Other Supplies Other” category, and Director Thibeault promised to return with that information in January. Trustee Handler moved, and Trustee Luongo seconded approval. **The motion passed unanimously.**
- b. Director Thibeault shared the Strategic Planning document for year 2020-2021. This includes planned actions, the time frame for their accomplishment, and who is

responsible for each. This "living document" will be under constant scrutiny and revision, and Director Thibeault will report on it next at the January meeting

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

11. Adjournment- The motion to adjourn was made by Trustee Luongo and seconded by Trustee Murray. **The motion passed unanimously, and the meeting adjourned at 7:35 p.m.** .

The next meeting will be on Thursday, January 9, 2020, at 6:30 p.m..

Respectfully submitted

Debra Dion Faust, Secretary