

**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: January 7, 2020
Meeting Date: January 9, 2020
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 the Minutes for the December 5 Meeting
4. Public Comments
5. Monthly Financial Statement
6. Library Director's Report
7. Chair's Report
 - A. Art Week 2020
 - B. Community Networking Update
8. New Friends of the Saugus Public Library Comments
9. Old Business
 - A. Revised 2020 Budget Request
10. New Business
 - A. TBD
11. Public Comments
12. Adjournment

**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: January 7, 2020
Meeting Date: January 9, 2020
Time: 6:30 PM
Place: Common Room, Saugus Public Library

Meeting Agenda:

1. Call to Order- Chairman Sullivan called the meeting to order at 6:34 p.m..
2. Roll Call- Trustee Handler was absent. All other members were present.
3. Approval of the Minutes for the December 5 Meeting- Trustee Flynn moved and Trustee 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- Spending continues to be on track for this point of the year.
6. Library Director's Report (See also Library Director's report.) The library was closed from 1 p.m. on Tuesday, 12/24/2019 through Wednesday, 12/25/2019 for Christmas, and again from 1 p.m. on Tuesday, 12/31/2019 through Wednesday, 1/1/2020 for the New Year's holiday. There was also an early closure at 4 p.m. on 12/17/2019 due to inclement weather.
 - A. Director Thibeault responded to Trustee Murray's question from last month's meeting about the use of the Other Supplies Other line in the budget . That line is used to pay for sundry items such as, but not limited to, decorations and contest prizes.
 - B. Director Thibeault is in the process of revising our Circulation Policy based on the library's acceptance of NOBLE's new Borrower's Card Policy. The new policy is being reviewed at the staff level, and should be ready for Board deliberation and action at the 3/5/2020 meeting.
 - C. Three ELL classes have been held in the Library's Community Room thus far this year. An additional class was held at the Roby School due to the unavailability of the Community Room on 12/18/2019. These classes, taught by Katie Kelly, have been very well received, and will continue to run each Wednesday evening in the Community Room from 6 to 7:30 p.m. during the remainder of the school year.

D. Four new Dell PC's were purchased last month via NOBLE, to replace those formerly in service at the Circulation and Reference Desks. The four supplanted machines from those desks have been moved to replace three older public workstations and the server that supports public PC management and WiFi service for the building. Three of the PC's were paid for from the Prof and Technology line in the budget, and one was paid for from State Aid funds. It is the Director's intention to replace four PC's each year to keep our workstations current. This amounts to about 15% of the PC's in the building on an annual basis, roughly the figure that NOBLE recommends.

E. The library has been awarded \$5,910 in grants by the Saugus Cultural Council for FY 2020.

After almost four years of service with the Saugus Public Library, Nicole Correa, Assistant Children's Librarian, has resigned her position effective 1/31/2020 for personal reasons. The Director is consulting with HR and the Town Manager's Office on replacing her.

7. Chair's Report

A. Art Week 2020- May 3 will be another piano trio from the Boston Conservatory to give a concert during Art Week. We continue to make plans for Art Week, hoping to receive some funds from the Boch Center to help bring them to fruition.

B. Community Networking Update- Director Thibeault and Chairman Sullivan plan to meet with members of the School Committee and invite them to a meeting later this spring, to effect this. Chairman Sullivan has been asked to sit in on Foundation meetings *ex officio*.

8. New Friends of the Saugus Public Library Comments- None. No members were present. There was no meeting this month; we will receive an update next month.

9. Old Business: Revised 2020 Budget Request for Deep Freeze Software \$231- Trustee Flynn moved, and Trustee Luongo seconded approval. **The motion passed unanimously.**

10. New Business- None at this time.

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

12. Adjournment- The motion to adjourn was made by Trustee Murray and seconded by Trustee Flynn. **The motion passed unanimously, and the meeting adjourned at 7:19 p.m..** The next meeting will be on Thursday, February 6, 2020, at 6:30 p.m..

Respectfully submitted,

Debra Dion Faust, Secretary