

**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: February 11, 2020
Meeting Date: February 13, 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- Chairman Sullivan called the meeting to order at 6:33 p.m..
2. Roll Call- Trustee Murray was absent; Trustee Luongo was a few minutes late arriving (6:36 p.m.). All other members were present, and there was a quorum to conduct business from the outset.
3. Approval of the Minutes for the January 9 Meeting. Trustee Handler moved, and Trustee Flynn seconded approval of the minutes. **The motion passed unanimously.**
4. Public Comments- 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 on 1/20/2020 for Martin Luther King Day, and will be closed again on 2/17/2020 for President's Day. Nicole Correa, Assistand Children's Librarian, left the library's employ on 1/30/2020. The job was posted on 1/31/2020, and the library will be accepting applications through 2/21/2020 or until the position is filled. Interviewing of candidates will begin as soon as possible.

The Library's Annual Report on fiscal year 2019 (7/1/2018 – 6/30/2019) is complete and will be deliberated on and voted on by the board later in these proceedings, to accept it as is or choose to amend it and then accept it.

A new Circulation Policy was sent to members of the Board to look over prior to this meeting, to be deliberated on and accepted as is or amended and accepted later in these proceedings. The new policy reflects

recent changes to NOBLE's Borrower Card Policy, and explains circulation practices and fine levels at the Saugus Public Library.

Director Thibeault has been in contact with two acoustical consultants concerning noise issues in the Saugus Public library facility. One of the two contacted will be performing a site visit/analysis over the summer and preparing a set of recommendations to remediate the facility. Cost estimates for the site visit and analysis range from \$1-2,000. The dampening of very "live" acoustics in the library is part of the five-year plan for its improvement.

A Merlin LCD Enhanced Vision Reader generously donated by Nelson Chang of Saugus has been installed in the first floor Reading Room. The device enables individuals with low vision (due to low vision, macular degeneration, retinitis pigmentosa, glaucoma or cataracts) to read, write, view photos, enjoy crafts and hobbies, and more—in color, black-and-white, or enhanced high-contrast positive or negative viewing modes.

Retired Saugus elementary school teacher Debbie Mallon has agreed to facilitate an English language conversation circle at the Library. This provides an opportunity for intermediate and advanced-level speakers of English to practice speaking in an informal setting. International visitors and immigrants will be welcome regardless of their native language. Specifics such as class duration and frequency will be determined in the next few weeks. The hope is to begin the program in March of 2020. This new offering will also be in support of our Strategic Plan.

A new museum pass is available for free admission for up to four people to **Curious City Peabody**, which is a children's museum presented by the Peabody Cultural Council, featuring hands-on exhibits designed for children ages 2-10. The Library hopes to begin this program in March as well. The pass is generously donated by the New Friends of the Saugus Public Library.

The Foundation for the Saugus Public Library will hold their annual Gala this year on Saturday, October 24, 2020.

7. Chair's Report

- A. Art Week 2020—May 3 Saugus Host Location at the SPL with a classical trio on-site.
- B. Community Networking Update – Director Thibeault and Chairman Sullivan met with two members of the school committee to arrange for site visits/orientation sessions for young students of grade school age here at the library.

- C. Local Author Series- Authors Stephen Puleo and a children's book author will already be doing presentations at the library, but there is interest in soliciting local authors as well.
 - D. New Friends of the Saugus Public Library Comments- No members of the New Friends were present, although Director Thibeault attended the most recent meeting of the New Friends, who are looking for a permanent home.
8. Old Business- None at this time.
9. New Business
- A. Circulation Policy Changes- No changes were suggested. Trustee Handler moved, and Trustee Flynn seconded, approval of the Circulation Policy as presented. **The motion passed unanimously.**
 - B. 2019 Fiscal Year Annual Report- No changes were suggested. Trustee Flynn moved, and Trustee Luongo seconded approval of the 2019 Fiscal Year Annual Report as presented. **The motion passed unanimously.**
 - C. Compensation Discussion- Chairman Sullivan brought up the subject of Director Thibeault's salary, which is grossly beneath the level at which his peers in other area libraries of similar size and levels of circulation are paid. Members of the Board have researched the figures, and agree that, in the interests of retaining strong talent here to run the library, the issue of wages for the director has to be addressed. Since it would take close to \$18,000 (a raise of 26.6%) to make the salary competitive (Not to mention that many area libraries have Assistant Directors and the Saugus Public Library does not—everything falls on the shoulders of the single director.), it may not be done in one single year, but even if in steps, positive steps are necessary to move this desire to correct the deficiency forward. Trustee Flynn moved and Trustee Handler seconded approval of the proposal, **which passed unanimously.**
 - D. Trustee Handler mentioned that, due to the impending delivery of her baby, she will be unable to attend the March meeting, and her term as a member of the Board is up in March, so this is in effect her last meeting, as she and her family will also be moving to Westford.. She was thanked for her service, and wished well. .
10. Public Comments- 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 at 7:09 p.m.. The next meeting is tentatively set for Thursday, March 12, 2020, at 6:30 p.m., in order to ensure a quorum.

Respectfully submitted,

Debra Dion Faust, Secretary