

**Agenda**  
**Saugus Public Library**  
**Board of Trustees**  
**June 10 Virtual Meeting 6 PM**

Michael Sullivan--Chair  
Laura Flynn-Secretary  
Andrea Bell—Trustee  
William Ferringo—Trustee  
Gail Murray—Trustee  
Sabrina Jaeger—Trustee

**Posting Date:** September 2, 2021  
**Meeting Date:** September 9, 2021  
**Time:** 6:00 PM  
**Place:** **Virtual Meeting (State of Emergency Exemption)**

Join Zoom Meeting  
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**Posted By:** Alan Thibeault, Director, Saugus Public Library

Meeting Agenda:

1. Call to Order
2. Roll Call
3. Approval of the Minutes for the June Meeting
4. Public Comments
5. Monthly Financial Statement
6. Library Director's Report
7. Old Business
  8. New Business A. Covid-19 2022 & Community Engagement
  - B. Virtual Board Meetings
  - C. FY 2022 State Aid to Public Libraries spending authorization
9. Public Comments
10. Adjournment

**Minutes**  
**Saugus Public Library Board of Trustees**  
**September 9, 2021**  
**Virtual Meeting 6 PM**

Michael Sullivan- Chair  
Bill Feringo-Co-Chair  
Laura Flynn-Secretary  
Andrea Bell—Trustee  
Gail Murray-Trustee  
Sabrina Jaeger-Trustee

Meeting Date: September 9, 2021  
Time: 6:00 PM  
Place: Virtual Meeting (State of Emergency Exemption).

Call to Order—6:02 PM

Roll Call: Present; M. Sullivan, B. Feringo, L. Flynn, A. Thibeault, Library Director, A. Bell, S. Jaeger, G. Murray

1. Approval of the Minutes from the June Meeting: Motioned by Ttee Flynn, Second, Ttee Bell, passed with 5 Yays, 1 abstained from voting.

2. Public Comments: None.

3. Monthly Financial Statement presented by Director Thibeault (see attached). Dir. Thibeault reviewed the financial summary with the Board. He began with Page 4 of his report. Reported that we are early in the fiscal year; Noble bills were paid, which accounts for 1/3 of the budget. SPL is on schedule, fully funded to be municipally compliant and he thanked the Town for their support. Ttee Murray asked about magazine subscriptions and how they were being paid. Dir. Thibeault responded that New Friends are funding the magazine subscriptions and the money should have come out of the Donation account and not the Supplies account. Dir. Thibeault will look to get that adjusted.

4. Library Director's Report presented by Director Thibeault (see attached). Dir. Thibeault reported that the Saugus Public Library still not allowing any in-person programs. They have de-populated the children's area and closed off the PCs in that area as well. The SPL held 10 outdoor programs at the Iron Works over the summer, which has benefited the library and the Iron Works, attracting new patrons. Dir. Thibeault would like to publicly recognize the Iron Works for allowing us to host programs on the property. Discussion ensued with ideas, Ttee Jaeger suggested doing a photo layout in the Saugus papers and say to thank you. Dir. Thibeault noted that the Saugus Advocate has covered some of the programs very well. Dir. Thibeault reported that during Founder's Day the SBOH has said that the Library restrooms will be closed. However, power will be made available. Ttee. Murray inquired about posting a sign on the doors for Founder's Day saying that we cannot open the library. There was discussion around this and ultimately it was decided against. Ttee. Murray asked if the outdoor programs would continue next year, since they were so successful. Dir. Thibeault responded, yes, during Fall 2021 and perhaps continue again next year. It has been a nice partnership with the Iron Works. Dir. Thibeault reported that he's been receiving input on the benchmark study that he's working on from other communities. Areas of emphasis might change, i.e. staffing and areas of inequities. The plan was to have a conversation around what we are providing compared to surrounding communities. SPL would really like to have more staffing to do more programming and administrative support. It is a resource we've been short of, especially seen when there are absences in staff. Dir. Thibeault would like to present to the Town to permanently eliminate late fines. Since the pandemic, the Library has not been collecting fines to cut down on money, going back and forth. If someone loses a book they would still have to pay for the book. There are benefits of permanently eliminating fines such as when a child/student cannot take a book out because a parent owes fines. All late fine money that is collected goes directly to the Town, not back to the library. In 2018 we collected \$5,000, 2019 \$6,000, 2020 \$3,500 and so far in 2021 \$201.84, paid online from most people who don't live in Saugus. If a book is lost, the Patron would still have to pay for the book. There was discussion and confusion around this, and Chairman Sullivan said that we should table this for our next meeting. Finally, the Town plans to hold Early Voting and the library will support that. We will have to move the chairs out of the community room so that the voting area can be set-up.

5. Old Business –None.

6. New Business: Chairman Sullivan asked the Board to think about a Community Engagement event for beginning of next year, Winter or Spring 2022. He shared that virtual board meetings can be held through the next year, decision is completely up to the board. Director Thibeault spoke about the State Aid to Public Libraries, Page 6, and explained that this is money we receive every year from the State so long as we are accredited. This fiscal year, we will receive \$43,000 in state aid. This account is maintained at Town Hall and the SBOLT has discretion on how those funds are spent. As a library we have maintained a reserve of \$100,000, and last year we upped the reserve to \$120,000. This would allow the library in an emergency to fund the staff for 2-weeks. Dir. Thibeault further explained to the new Trustees that he can request up to \$20,000 to be used for items he feels we have a need for. Dir. Thibeault is requesting \$20,000 allocated as \$8,500 for materials, \$8,000 for programs and program supplies, no Town support there, \$3,000 general supplies, usually to replace a piece of furniture or such, \$500 for professional develop training and supplies. Ttee. Murray began some questions and ensured discussion on programming for the heard to reach young adult population. A motion to grant Dir. Thibeault the \$20,000 from State Aid as forementioned was made by Ttee Ferringo and seconded by Ttee Jaeger. The motion passed unanimously. Ttee Murray inquired about the communication training as it related to the Strategic Plan and how that was with the staff. Dir. Thibeault would like to further look into the results, as this relates to communications not just from the top down, but circular communications as well, which also ties to customer service. The staff can't provide good service if we don't know who does what.

7. Public Comments—None.

8. Adjournment the meeting adjourned at 6:50 PM, motioned by Ttee Murray, seconded by Ttee Flynn. None opposed. Approved unanimously. Next meeting will be held on Thursday, October 7<sup>th</sup> at 6pm via Zoom.

Respectfully Submitted,

*Laura M Flynn*, Secretary