



**Minutes of the Meeting  
The Flint Public Library  
Board of Trustees  
Monday, April 11, 2016**

The meeting of the Flint Public Library Board of Trustees was held on Monday, April 11, 2016 in the Trustees' Room of the Flint Public Library, One South Main Street, Middleton MA.

**Members Present:** Melissa Stankus, Chairperson; Donna Bambury, Gretchen Moreschi, Shirley Raynard

**Others Present:** Annie Wilton, Friends of the Flint; Paula Fee, Recording Secretary

A. **Call to Order:** Melissa Stankus called the meeting to order at 7:07 pm.

B. **Signing of Bills:** The bills were signed by the Trustees present and will be returned to Ms. Gaspar for processing.

C. **Approval of Minutes:** *Ms. Moreschi made a motion to accept the minutes from the January 11, 2016 meeting. Ms. Raynard seconded the motion and all were in favor. Since there were no quorums for the February 22, 2016 and March 14, 2016 meetings, the notes were adopted after the fact and will be shared for informational purposes.*

**D. Friends of the Flint (Annie Wilton, Liaison)**

1. Through March of this year the Friends have received \$7,650 in donations. This is \$600 more than the same time last year. Both Annie and Judy noticed that there were many new donors. Ms. Moreschi asked about the new donors. Ms. Wilton said many were new residents, especially retirees as well as residents from Ferncroft and Fuller Meadow.
2. The Friends will not send out post cards for this year's book sale. Instead they will have a list of members at the desk for discount purposes. They will send out an email reminder for the sale.
3. The post card reminder for donations and business mailings will be done in early May. The Friends have a very accurate list of businesses in town thanks to information from MELD.
4. The Friends are purchasing all purpose heavy duty bags with the library logo. The bags will be distributed to new people in town to help advertise the library.
5. The Friends next project will be organizing an informational table for the Town Meeting. The Friends will provide coffee, water and food. They made over \$200 last year and have

offered the table to other groups but no one else wanted to do it.

#### E. Trustees' Report

##### Review Library Policies

- #32 Patron Borrowing - The policy needs to be updated to align with a MVLC change in policy - *Section 5 is being added to reflect the new MVLC policy. The policy was reviewed and Ms. Moreschi requested the spacing on number 8 be corrected. Ms. Raynard made a motion to approve the changes. Ms. Bambury seconded the motion and it was unanimously approved.*
- #36 Volunteers Policy - Changes to this policy were additional possible volunteer assignments. *The policy was reviewed and unanimously approved.*
- #38 Privacy, Subpoenas, and Search Warrants - The review of this policy was tabled until the next meeting.

June Meeting - Neither Ms. Moreschi nor Ms. Raynard can make the scheduled meeting in June. The Trustees will check with Mr. Vantine but have tentatively selected June 8 as the next meeting date with June 15 being the backup date.

#### F. Treasurer's Report

According to a written report sent by Mr. Vantine there has been little change in the accounts. He informed the Trustees that the James Advantage Fund is not workable as there is no internet access to the account. Mr. Vantine plans to keep the money in that account until it returns to its original funding level. He expects that will be about 6-12 months. Current account levels are: checking account - \$77,000; Rainbow Fund - \$4,942; and Emerson Fund - \$55,757. The later fund is in a CD that will mature in October. Mr. Vantine requested that the Trustees think about whether the CD should be rolled over or the funds be Moved to another account.

#### G. Director's Report - Ms. Stankus presented the report in Ms. Gaspar's absence.

- Presentation of Circulation and Budget Reports - Ms. Stankus handed out both the Circulation and Budget data forms. She indicated that there was quite a few programs. Ms. Stankus stated that overall attendance was up and that program attendance was doing well. As examples, there were 65 participants in the Legislative Breakfast, 45 attendees in BollyX (4 programs) and 192 participants in 8 Toddler Time classes. It was also noted that video use was down. The budget is within parameters but the main budget issue is what will happen if the override is not approved. The current thinking is without the override, the library will have to close on Fridays and Sundays in the summer and possibly other hours year round. Ms. Stankus asked if the Friends could send out informational emails concerning the cutbacks that will result without the override. She hoped the emails could go out prior to Town Meeting and if the override passes at Town Meeting a reminder email to vote the following Monday and the need for a positive vote.
- New email addresses- All staff have new email addresses. Emails will be first initial, last name @ flintpublib.org. As an example, Ms. Gaspar's email will be [mgaspar@flintpublib.org](mailto:mgaspar@flintpublib.org)
- Town Meeting - The Town meeting will be on Tuesday, May 10 7:30pm. Voting will take place on Monday, May 16.

- Job reviews - Ms. Gaspar is currently meeting one-on-one with each staff member. Ms. Stankus has all the staff's job reviews of Ms. Gaspar. Ms. Stankus will correlate the reviews and email the results to all other Trustees. Trustees discussed that they also need to complete a performance review of Ms. Gaspar during 2016.
- Update on building maintenance - There was no update.
- New Library Website - Ms. Stankus requested that the Trustees review and make final comments on the new website. It is currently residing on the Stream Team website - <http://library.middletonstreamteam.org/> . The new website will be released very soon.
- National Library Week- The theme for National Library Week is "Libraries Transform"
- Healing Arts Series- This program will begin on Tuesday. Following the National Library Week theme, this series theme is "Transform your life@ the Flint Public Library".
- April School Vacation -. The month of April and the Vacation Week are packed with a number of activities. The Trustees reviewed the month's activities. Ms. Bambury mentioned the movie being sponsored by the Flint and the Stream Team. It is called 'Bag It' and is about the use of plastics. The movie is scheduled to be shown on Wednesday April 13 at 7:00pm.

H. **Next Meeting:** The next meeting of the Trustees will be on Monday, May 9, 2016 at 7pm

I. **Adjournment:** Ms. Stankus asked if there was any other business. Seeing none the meeting was adjourned at 7:46pm.

Respectfully submitted,

Paula Fee  
Recording Secretary