



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, May 9, 2016**

The meeting of the Flint Public Library Board of Trustees was held on Monday, May 9, 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, and Peter Vantine

Others Present: Melissa Gaspar, Library Director; Annie Wilton, Friends of the Flint; and Paula Fee, Recording Secretary

- A. **Call to Order:** Melissa Stankus called the meeting to order at 7:01 pm.
- B. **Signing of Bills:** The bills were signed by the Trustees present and were returned to Ms. Gaspar for processing.
- C. **Approval of Minutes:** Ms. Bambury asked for a correction from 'heavy plastic' to 'heavy duty' to accurately reflect the new bags. Ms. Bambury made a motion to accept the minutes from April 11, 2016 as corrected. Ms. Moreschi seconded the motion and all were in favor.
- D. **Friends of the Flint (Annie Wilton, Liaison)**
1. Through April of this year the Friends have received \$8,106 in donations. This is \$500 more than the same time last year.
 2. The thank you notes for donations are up to date.
 3. The reminder post cards for donations will be sent out after Town Meeting. Business mailings will also be mailed out at that time.
 4. The Friends will have an informational table at Town Meeting tomorrow night. The Friends will provide coffee, water and food. Ms. Wilton said that for the first time they are required to have a health permit. She contacted Mr. Fullerton of the Health Department. and found out there was no charge for the permit. She was able to easily complete the application and was told that the permit must be at the table during the Town Meeting. Ms. Wilton was also in contact with the Assistant Town Clerk, Ms. Ballard, to ensure that there would be a table, chairs and extension cords. Ms. Wilton will add these tasks to her 'to do book' for future years. In addition, Ms. Gaspar agreed to pick up the coffee and arrive early to Town Meeting to assist in set up.

E. Trustees' Report

The Trustees reviewed three Library Policies:

1. Policy #23, *Policy on Discount Passes/Tickets to Museums and Other Attractions*- The Trustees made several amendments to this policy. In #1 of this policy the wording "in that they" was changed to "patrons". In the definitions paragraph the verbiage was changed to "Passes and Tickets are date specific. Passes are usually laminated and are shown at the museum entrance and must be returned to the Library after use. Disposable Tickets are paper and may need to be filled out and turned in at the 'museum' entrance". #2 and #3 were combined with "returnable passes" replacing "passes". Also "at main entrance" replaces "face of building". ***A motion to amend as stated was made by Ms. Raynard. The motion was seconded by Ms. Bambury and all were in favor.***

2. Policy #27, *Flint Public Library Parking Lot Policy*- A discussion by the Trustees included policy enforcement and what the town policy was for other town parking lots. The Trustees changed wording "shall be occupied only by patrons of the library" to "shall be primarily for the use of library patrons". "Handicap parking is provided at the Flint" was numbered as #1. #2 became "No unauthorized night parking". ***A motion to amend as read was made by Ms. Raynard. The motion was seconded by Ms. Bambury and all were in favor.***

3. Policy #37, *Flint Public Library Fundraising Policy*- After a brief discussion on this policy the following was added, "any other fundraising for non-profit groups who are in close collaboration with the library may be considered for fundraising activity at the Flint with the approval of the Director and the Trustees." ***A motion to accept the amended policy was made by Ms. Raynard. The motion was seconded by Ms. Moreschi and all were in favor.***

F. **Treasurer's Report** - Mr. Vantine presented the Treasure's Report to the Trustees. Mr. Vantine distributed a report on the accounts. He said everything was stable. The James Balanced Golden Rainbow Fund was now at \$4,976.38. He expects that in 3-4 months the account will be over the initial \$5,000 and he will close the account and move the funds to an account that has on line access. Mr. Vantine also said that a check for the scholarship from the Trustees had been sent to Masconomet, and the Consortium dues had been paid. Finally, Mr. Vantine said that he will be giving a tax form he received to the Financial Office at Town Hall.

G. Director's Report

- Presentation of Circulation and Budget Reports - Ms. Gaspar handed out Circulation and Budget Reports. She stated that the circulation statistics are still behind last year and the difference is mostly in videos. She felt that online and streaming options were keeping the numbers down. However, attendance is still up from last year. The budget was within parameters with \$5,000 still in the fuel line.
- Town Meeting/Election - This year's Town Meeting will be held on Tuesday, May 10, at 7:25pm. The Election will take place on the following Monday, May 16 at the Fuller- Meadow School.
- Library funding at the state level - In FY16 the library received \$9,000. For FY17 the library will be given about the same as the House added funding for libraries to Bill 7000-9501.
- Job reviews in progress - Ms. Gaspar stated that 10 of 14 reviews have been completed and she hoped to complete all reviews by the end of the week. She is optimistic as the staff is showing new found enthusiasm and initiating new programs. The Trustees continued the discussion about the staff and programs. Ms. Gaspar

mentioned that Noah, a page, was recruited to do a LEGO program under the oversight of the children's librarian. Ms. Gaspar sees things moving in the right direction.

- Update on building - Overall there were no building issues except the elevator. The elevator was unable to find each floor so it automatically shut down. Repairs were made quickly and it is back in operation.
- New website: Ms. Gaspar and Mr. Talbot are getting closer to opening the web site to the public. Ms. Gaspar has the administrative password and requested the Trustees to review the site at <http://library.middletonstreamteam.org/> . Both Mr. Vantine and Ms. Bambury looked at the site during the meeting and felt it still was not quite right. Mr. Vantine felt the order of the plug-ins was incorrect.
- Healing Arts Series - Ms. Gaspar stated that this program was very well received. Several of the Trustees attended and liked the series. Ms. Gaspar said that she plans on doing a similar program in the future.
- Summer Reading Programs - The Summer reading program will begin on June 21. Ms. Gaspar will go to the Fuller Meadow School on May 31, June 1 and June 2 to help promote the Summer Reading Program. She will be collaborating with Ms. Bettencourt, the English Language Arts specialist for F-M and H-M schools. Also, the Tri-Town Libraries are having an author event. There will be no cost for the series as Masconomet has provided the room at no charge, Boxford will pay for the flyers and both authors will do the presentations for free.

H. **Next Meeting:** The next meeting of the Trustees will be on Thursday, June 9, 2016 at 7pm in the Trustees Room of the Flint Public Library. The Trustees also set the date of the July meeting. It will be Tuesday, July 12.

I. **Adjournment-** With no other business, the meeting was adjourned without a vote at 8:48pm

Respectfully Submitted

Paula Fee