



**Minutes of the Meeting  
The Flint Public Library  
Board of Trustees  
Monday, November 14, 2016**

The meeting of the Flint Public Library Board of Trustees was held on Monday, November 14, 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 and Shirley Raynard

**Others Present:** Melissa Gaspar, Library Director; and Paula Fee, Recording Secretary

- A. **Call to Order:** Ms. 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 made a motion to accept the minutes from Monday, September 12, 2016. Ms. Raynard seconded the motion and all were in favor.*
- D. **Friends of the Flint (Ms. Gaspar reported for Annie Wilton, Liaison)**
1. The Annual Campaign balance is currently \$10,704.40. This is \$300 less than last year at this time. The Friends expect more donations around the holidays.
  2. The Book Sale revenue was \$1,328.52. This was higher than last year and the Friends also saved \$80 by not sending out postcards. Many thanks for those who helped with set-up, baking or assisting during the sale.
  3. The Friends have voted to dedicate the Peace Garden bench to Ms. Ethel Lee. The Friends wanted to check with then Trustees before proceeding. After a brief discussion, *Ms. Raynard made a motion to agree with the Friends and name the Peace Garden bench for Ms. Ethel Lee. Ms. Bambury seconded the motion and all were in favor.*
  4. Ms. Gaspar said that the Holiday Open House will be December 13. There will be a ginger bread house competition. The houses will be due on December 12 and will be on display at the Open House when the public can begin voting for their favorite. Three prizes will be given. Trustees will also provide bake goods for the Open House.
  5. The Friends are working with Town Hall to ensure the membership and survey forms are sent out with the annual census. The issue is mailing weight. Therefore, they are

working to find very light paper as it needs to be sent bulk rate.

6. The Neighbors in Need Fundraising Party will be on December 8 at Teresa's at 6PM.
7. Senator Tarr will hold his annual Toy Drive at the library on December 8 from 9-10AM.

#### **E. Trustees' Report**

The Trustees reviewed three library policies:

1. Policy #17 - *Gift and Donation Policy* - The Trustees reviewed the policy and noted gifts under \$1000 could be accepted by the Director. Gifts over that amount would need the vote of the Trustees. It was noted that monetary gifts be better donated to the Friends as they are a 501(3)(c). ***A motion to accept the amended policy was made by Ms. Raynard. It was seconded by Ms. Moreschi and it was unanimously approved.***
2. Policy #39 - *Service to Uncertified Libraries* - The name of this policy was changed to address uncertified libraries. The policy states residents of towns that have an uncertified library can come to the Flint and use the services but are not allowed to sign anything out. After a brief discussion Ms. Bambury asked about use of fax, copier, computer and museum passes. Ms. Gaspar stated that the use of the fax, copier and computer should have been stricken from the policy as these services can be used. However, museum passes can not be used and should remain in the policy. ***A motion to accept the amended and revised policy was made by Ms. Raynard. It was seconded by Ms. Bambury and all were in favor.***
3. Policy #43 - *Library Hours* - This policy was amended to include Mother's Day, Father's Day as well as all federal and state holidays. ***A motion to accept the amended policy with revisions was made by Ms. Bambury. Ms. Moreschi seconded the motion and it was approved unanimously.***

F. **Treasurer's Report** - Because Mr. Vantine was not present there was no report.

#### **G. Director's Report**

1. Calendar - Ms. Gaspar gave the Trustees a copy of the 2017 calendar. ***Ms. Raynard made a motion to accept the calendar as printed and presented. Ms. Moreschi seconded the motion and all were in favor.***
2. Act to Modernize Municipal Finance and Governments - Ms. Gaspar passed out copies of a State bill signed in August allowing a designated member of a town board or committee to review and approve bills with the stipulation that a report be presented at the next meeting. Trustees wanted to verify if the Town was following this process before taking any action. Ms. Gaspar will check with Town Hall. There was also discussion that this process would only be used in an emergency situation.
3. Circulation and Budget - Ms. Gaspar presented the Circulation and Budget Reports. Both circulation (-1978) and attendance (-551) are down from this time last year. Ms. Moreschi was able to identify the number of electronic books signed out was about the same as the loss in attendance and could be the reason for the difference. The lower numbers in circulation were in juvenile, youth and videos. The change in number in videos is because of the new method of counting - ex. A four set video is now counted as one circulation. The Trustees discussed the lower numbers for juvenile and youth books. Some ideas were

book displays, the Community Read, outreach and give out books left from the book sale. It was determined that this should be an agenda item for the next meeting thus giving everyone time to think about other possible ways to increase circulation in these younger age groups.

There were no issues with the Budget. Ms. Gaspar also announced that she had received \$5,686.45 in State Aid. This is half of this year's total distribution which brings the present total available State Aid to \$93,802.42. This 'rainy day fund' is used for big ticket items, is encumbered and remains in the budget.

4. Building Update - There was a discussion about repairing the floor behind the main circulation desk. Ms. Gaspar presented several ideas and will bring additional information on flooring to the next meeting.
5. Tri-Town Community Read Update - Ms. Gaspar stated that the program is going very well and there are a number of activities planned for each month.
6. Long Range Plan and Community Survey - Ms. Gaspar gave an overview of the process.
  - a. The survey is similar to the one used five years ago but updated and easier to use.
  - b. Trustees were asked to review and email any suggestions.
  - c. The survey will go out with census.
  - d. The survey can be returned by mail, dropped off at Town Hall, put in book drop box or returned to the library.
  - e. Ms. Moreschi volunteered to review and 'clean up' the form.
  - f. Trustees suggested adding 'helpful and effective' and 'welcome and courteous' to question five.
7. Staff - Justin Liberti will be leaving on November 30. Claudia Johnson will be retiring on January 27. Ms. Gaspar has already begun interviewing for these positions. Trustees discussed qualifications for these positions and PEG funding used to pay for part of one library position.
8. Ms. Moreschi shared information about the MA Library Trustee Association annual meeting and networking. It will be held on November 19 from 10am - 1pm at the Shrewsbury Public Library.
9. New Programs - Several new programs have been initiated.
  - a. Socrates Cafe is for those that want to ponder the deeper issues of life. In December the topic will be the U.S. Constitution.
  - b. Itsy Bitsy Yoga and Dance with Joy are new programs for preschoolers.
  - c. ABC Mouse, a computer program has been added in the Children's Room and is free of charge for users.
10. November Events - There were several events of note during November including:
  - a. Attitudes of Gratitude and Tasty Tidbits of History Tea 11/8 - Ms. Gaspar stated this was a very good program and participants used the bone China tea cups that are kept on display.
  - b. Navajo Code Talkers 11/10 - This program was due to the efforts of Sandy Rubinchuk. There was discussion about Navaho culture and over 50 people were in attendance.
  - c. History of the Flint - 125 Years 11/16 - This program was done in collaboration with the Historical Society. This program will be a heartfelt look at the Flint. The program was mostly a slide show. There was also a birthday cake for those in attendance.

H. **Next Meeting:** The next meeting of the Trustees will be in the Trustees Room of the Flint Public Library on Monday, December 12, 2016 at 7:00 PM. Trustees will bring baked goods to be given out during the Holiday Open House on Dec. 13 when we also have the Gingerbread House Display and Contest.

I. **Adjournment-** With no other business, the meeting was adjourned without a vote at 8:34pm

Respectfully Submitted,

Paula Fee, Recording Secretary