



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Tuesday, July 12, 2016**

The meeting of the Flint Public Library Board of Trustees was held on Tuesday, July 12, 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 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 made a motion to accept the minutes from Thursday June 9, 2016. Mr. Vantine seconded the motion and all were in favor.*

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

1. To date, the Friends Annual Campaign has raised \$10,239.40. All the Trustees were very pleased with the current success of the campaign.
2. Ms. Wilton told the Trustees that she is in the process of trying to confirm that for the first time there are over 200 members. She will follow up at the next meeting.
3. The business mailing generated fewer donations than in past years. The Friends will be working to determine a better method to reach out to local businesses.
4. Ms. Wilton showed the Trustees the new maroon and white cloth bags with the Flint logo on the bag. The bags have a wide bottom so that it can carry books, videos, etc. The Friends purchased 250 bags and hope they will be generously distributed as the bags will be good advertising for the library.
5. The food drive is ongoing. At present the cart for collection is smaller but Ms. Wilton is attempting to get a larger cart.
6. The Friends will be part of Vehicle Night. A new firefighter is overseeing the program and it has been moved to the lawn at the Fuller Meadow School. Similar to Chief Will's Day, the library will have a table and a balloon artist.

E. Trustees' Report

Ms. Stankus read a letter that she had received from Masconomet. The school extended their appreciation for the scholarship from the Trustees. The scholarship was presented to Abigail Gaudreau. Ms. Gaspar stated that Abigail had been a wonderful volunteer at the library.

- F. **Treasurer's Report** - Mr. Vantine distributed a report on the accounts. He stated that there were nothing new from last month. He noted that the James Balanced Golden Rainbow Fund had remained steady during the past month.

G. Director's Report

1. Circulation and Budget Reports - Ms. Gaspar is concerned that, although the library has been very busy, the circulation numbers are down by 2,595 from last year. The majority of that is 1,706 down in videos. A discussion centered around new technology and video packaging (ex. - a 3 pack video only counts as one checkout) as likely reasons. The library attendance was also down by 728. This brought up questions about the counter by the door being accurate.

Ms. Gaspar said that her goal will always be to grow the library and grow the services. Some program numbers include 99 participants at mahjong in 5 sessions and 159 in attendance during 6 sessions of Toddler Time.

Ms. Gaspar stated that she did not have to ask for any money this year. In addition she was able to use most of the budget for necessary supplies, equipment and repairs. As an example she was able to purchase a color printer and cartridges.

The Trustees wanted to know how much money was returned at the end of the fiscal year.

Ms. Gaspar informed them that \$2,252.17 from services/supplies/other and \$4,573.46 in payroll was returned to the Town. The payroll was broken down with about \$1,000 for staff and \$3,000 for custodial.

2. Update on building - Ms. Gaspar was happy to report that there were no issues.
3. Parking Lot - The 'STOP' signs that have been painted on each side of the crosswalk have made a large difference in the traffic flow and in improving safety in the parking lot area. The signs were the idea of Chief Twiss.
4. New website - The library's new website has been launched and can now be found at www.flintlibrary.org. The Trustees liked the new home page without the stain glass. Ms. Gaspar also mentioned that she was pleased with the Niche Academy tutorials that are on the website that can assist the patrons in maneuvering through the website and accessing services.
5. New MVLC group - There is a new MVLC round table group for small libraries that Ms. Gaspar is excited about. The first meeting was on 6/29 and the group will meet quarterly at the various libraries. The first meeting was very energizing as the directors discussed relevant issues pertinent to small libraries.
6. Summer Reading Program - Ms. Gaspar stated that this year she had not asked a lot of businesses for incentives. There are already 100 youngsters who have signed up. Next year, Ms. Gaspar wants to simplify the adult reading program. One idea was to do something similar to the Boxford Library program. They simply offer a raffle ticket for each book that is read.

7. Tri-Town Author Event and Community Read - The Tri-Town Author Event was a very big success. The Community Read Program will have signs up in all three towns. Ms. Gaspar will give more information on the Community Read Program at future meetings.
8. Long Range Plan - Ms. Gaspar needs to begin forming a committee.

H. **Next Meeting:** The next meeting of the Trustees will be on Monday, September 12, 2016 at 7pm in the Trustees Room of the Flint Public Library.

I. **Adjournment-** With no other business, the meeting was adjourned without a vote at 7:48pm

Respectfully Submitted

Paula Fee