



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, December 12, 2016**

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

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

A. **Call to Order:** Ms. Stankus called the meeting to order at 7:08 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. Raynard made a motion to accept the minutes as corrected from Monday, November 14, 2016. Ms. Moreschi seconded the motion and all were in favor.*

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

1. The Annual Campaign balance is the same as last month. This is because the December meeting of the Friends was cancelled. Ms. Wilton stated that there will be updated figures in January.
2. The Kirby Family has donated \$2,500 to the Friends for programming at the Flint. The Friends and Trustees are very appreciative of the continued support from the Kirby Family.
3. The Neighbors In Need Party was held at Teresa's on December 8. The party went well and approximately \$1,500 was raised for the program.
4. The Friends Annual Campaign form will be going out with the census. Ms. Wilton said that the Friends opted to have them printed and folded this year. The additional cost was worth the many hours spent last year folding the forms.

E. Trustees' Report

1. Policy #44 - *Trust Fund investment Policy* - Ms. Stankus explained that the Trustees

had already reviewed this policy and voted on it. There have been no changes since the initial review and vote. However, a second vote was needed to complete the process.

Ms. Moreschi made a motion to accept the policy. It was seconded by Ms. Bambury and was unanimously accepted.

2. There are two policies left to review. Policy #19 will be combined with Policy #38. The second is Policy #33. Both will be worked on and will be ready for review in January.
3. The Trustees discussed how often the bylaws and policies should be reviewed. The thought was that bylaws be reviewed every year and policies every 3-5 years.
4. It was noted that there will be a Legislative Breakfast on Friday December 16 at 9:30 at the Peabody Institute Library. The MVLC breakfast is on the same day.

F. Treasurer's Report - Mr. Vantine was absent. The Treasurer's Report will be presented next month. However, Ms. Gaspar requested that \$882.50 be spent from the Malone Fund to purchase Classic Set Additions. After a brief discussion and review of the listed books, ***Ms. Raynard made a motion to use money from the Malone Fund to purchase books for the Classic Sets. Ms. Bambury seconded the motion and all were in favor.***

G. Director's Report

1. Circulation and Budget - Ms. Gaspar presented the Circulation and Budget Reports. Both circulation (-2179) and attendance (-891) are down from this time last year. Ms. Gaspar noted that there were 17 adult programs with 238 attendees and 17 children's programs with 404 in attendance. Toddler Time has had too many attendees so starting in January there will be two sessions. The first session will be at 10:30am for the first 24-25 to arrive. The second session will follow at 11:15am and will be open for all other children and parents.
Ms. Raynard asked which staff member ran the various programs. Ms. Gaspar explained the organization of the children's programs to Ms. Raynard - i.e. Jessica does Toddler Time, Lisa runs the Story Hour.
Ms. Gaspar stated her goal was to have anywhere between 5-6 thousand in circulation which they have been achieving. She was also pleased with the attendance at the Grinch movie (175) and Senator Tarr's program (150). Ms. Gaspar also pointed out that video numbers were still low.
There were no issues with the Budget.
2. Survey - Ms. Moreschi has taken the paper survey and put it on line using Survey Monkey. Some Trustees had already visited the site and taken the survey to evaluate the product. The overall opinion was the on line survey was excellent. Trustees stated it took less than five minutes to complete, was structured nicely, and was easy to use. Ms. Moreschi stated that she still needed to do some editing so that it exactly matched the paper survey's questions. Completed paper survey results would be entered individually into the online survey data base.
3. Building Update - The only issue this month was the State inspection of the elevator which went well.
4. Tri-Town Community Read Update - Ms. Gaspar stated that the program is going very well and in December it included Neighbors In Need. It was mentioned that the schools are very involved with the program.
5. Long Range Plan and Community Survey - Ms. Gaspar stated that the next meeting would

occur after the survey was completed.

6. Staff - Justin Liberti will be leaving on November 30. However, he has agreed to continue working on Wednesday evenings through the end of January. Claudia Johnson will be retiring on January 27. Claudia will also be returning as she will be volunteering on Wednesday mornings.

The public will have the opportunity to say goodbye to Claudia during her last week at the library and a small retirement party will be held on the 27th.

Ms. Gaspar told the Trustees that she has hired a new Assistant Librarian. Her name is Stephanie Smith. She has experience at the libraries in Groveland and Hamilton-Wenham. After a discussion on future library staffing, ***Ms. Raynard made a motion to advise Ms. Gaspar to request funding for a FT and a PT position in next year's budget. Ms. Bambury seconded the motion and all were in favor.***

Trustees also thought that Ms. Gaspar could look for a volunteer to do marketing promotion for the library.

7. December Events - There are several events of note during December including:
 - a. Senator Bruce Tarr's Toy Drive with North Shore Radio 104.9 was held on Thursday, December 8 at 9am. There was a large crowd in attendance.
 - b. Gift Giving Party for the benefit of The Neighbors In Need was held at Teresa's on December 8, at 6pm. There were 75 to 85 people in attendance and bids were placed on all auction items.
 - c. Gingerbread House Contest and Display - Ms. Gaspar told the Trustees that there were 25 contest entrants. The gingerbread houses are on display in the Children's Room. Ms. Raynard suggested that the newspaper be sent 5-6 photos and Ms. Gaspar stated that she was contacting the Tri Town's Wendall Waters.

H. **Next Meeting:** The next meeting of the Trustees will be in the Trustees Room of the Flint Public Library on Monday, January 9, 2016 at 7:00 PM.

I. **Adjournment-** With no other business, ***Ms. Raynard made a motion to adjourn. All were in favor.*** The meeting adjourned at 8:22pm. The Trustees then went to the Children's Room to see the Gingerbread House Display and Contest.

Respectfully Submitted,

Paula Fee, Recording Secretary