



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, January 9, 2017**

The meeting of the Flint Public Library Board of Trustees was held on Monday, January 9, 2017 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 7:05 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. Moreschi made a motion to accept the minutes as corrected from Monday, December 12, 2016. Ms. Bambury seconded the motion and all were in favor.*

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

1. The Friends will not have their meeting until later this week. As a result, Ms. Wilton will not have updated figures until next month. She promises that she will present both the 2016 total and update the 2017 figures at that meeting. She was able to tell the Trustees that as of January 5th, she had 52 returned forms and several others had come into Ms. Gaspar. She is confident that the numbers will be at least on pace with last year.
2. Membership will be the focus for the Friends in the upcoming months.
3. The next big event for the Friends is 'Love your Library' in February.

E. Trustees' Report

1. Policy #19 - *Policy on Privacy, Subpoenas and Search Warrants* - All of the Trustees participated in an in depth conversation about this policy. There were numerous questions

about safety issues. Ms. Gaspar was questioned on computer safety issues, and whether employees were trained. Ms. Gaspar ensured the Trustees that employees know if they see anything that is life threatening or a serious safety issue that they are to contact the police immediately. It was felt that these safety procedures should be in an employee handbook and reviewed at staff meetings.

Ms. Gaspar also stated that she and the staff frequently walk around the library and they can see the computer screens. She stated that there should be no illusion of privacy.

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

2. There was a second short discussion about a security camera policy. Ms. Gaspar stated she will research to determine whether a security camera policy should be a stand alone policy or if it should be added as an amendment to Policy #19.

- F. **Treasurer's Report** - Mr. Vantine was unable to attend but he sent a report on the current balances of all the accounts. Ms. Gaspar noted the James Balanced Golden Rainbow Fund was now over \$5,000. This would allow Mr. Vantine to move the Fund into Fidelity with all the other accounts if the Trustees made a decision to do so.

Ms. Gaspar also thanked the Trustees for approving the money from the Malone Fund to purchase books for the Classic Sets. She noted that the books were already purchased and that a thank you note was sent to the Malone Family.

G. **Director's Report**

1. Circulation - Ms. Gaspar handed out the Circulation Report. There was good news because the FY17 circulation numbers were higher than FY16 for this time last year. The overall year was still a little below last year but improving.

2. Budget - Ms. Gaspar handed out the budget report. She stated that there was over half the funds left in line items at the half way point of the fiscal year. This was especially true in the heating line due to the warmer temperatures.

Ms. Raynard asked if the funds in the education line were being used by staff. Ms. Gaspar said that there were plenty of opportunities for free trainings but the funds were used when needed. Ms. Gaspar also assured the Trustees that new hires would be asked to attend appropriate trainings as part of their job responsibilities.

Ms. Gaspar reported that she would be meeting with Mr. Sheehan and Mr. Ryan on Friday to go over the Supplemental Budget for FY18. She handed out a copy of the budget to the Trustees. Ms. Gaspar pointed out highlights of the budget that included increasing a PT staff position to FT, and also increase a PT position by 4 hr/wk.

Trustees discussed that there had not been an increase in staffing for too many years. They also believed there had to be a 3-5 year look ahead to future needs. Everyone agreed that there was data driven evidence to support staffing increases.

Ms. Gaspar also felt that the funds for video taping should be removed from library staff as there wasn't enough time to include that work into a library position.

3. Building Update - Ms. Gaspar stated that there were no new issues with the building. She did bring samples for the floor behind the circulation desk on the main level. The estimated cost for materials and the labor to remove the old floor and put in the new floor was \$2,036.60. The work would be completed on a Saturday and the area could be walked on the next day.

The Trustees chose the Brazilian Cherry Cognac sample which closely matched other

wood in the Library.

The Trustees believed that the cost should come from the Library Capital Building Fund. Ms. Gaspar noted that a chair in the Quiet Study Room also needed to have a spindle repaired.

4. Tri-Town Community Read Update - Ms. Gaspar stated that the program is going very well as indicated by the 158 circulations, a number well above previous Community Read Programs. She also handed out a pamphlet that outlined the winter events schedule. Ms. Gaspar stated that they were still hoping for the opportunity to get a speaker for the program.
5. Long Range Plan and Community Survey - Ms. Moreschi reviewed the results of the surveys that had been completed. The report was a detailed review of each survey question with graphs and breakdowns of responses. The information is beginning to reveal important data but to be accurate, more surveys needed to be returned and all age groups need to be represented. It was suggested that Ms. Gaspar speak to the Superintendent to determine an appropriate way to interview the students.
6. Staff - Ms. Gaspar stated that Loretta Swift was hired for Claudia Johnson's position and Ms. Swift's position has not been filled as yet. Ms. Gaspar said she is having interviews later this week.
Ms. Gaspar read a letter of resignation to the Trustees from Ms. Johnson.
There was a discussion about the retirement party for Claudia Johnson.

H. **Next Meeting:** The next meeting of the Trustees will be in the Trustees Room of the Flint Public Library on Monday, February 13, 2017 at 7:00 PM.

I. **Adjournment-** With all in favor, the meeting adjourned at 8:35pm.

Respectfully Submitted,

Paula Fee, Recording Secretary