



**Minutes of the Meeting  
The Flint Public Library  
Board of Trustees  
Monday, February 13, 2017**

The meeting of the Flint Public Library Board of Trustees was held on Monday, February 13, 2017 in the Trustees' Room of the Flint Public Library, One South Main Street, Middleton MA.

**Members Present:** Melissa Stankus, Chairperson; Donna Bambury 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 7:05 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. Bambury made a motion to accept the minutes as corrected from Monday, January 9, 2017. Ms. Raynard seconded the motion and all were in favor.*

D. **Friends of the Flint (Ms. Gaspar reported for Ms. Wilton)**

1. The Friends have had 124 donations for a total of \$6,460. The mailbox is currently completely full with additional donations

E. **Trustees' Report**

1. Both Ms. Stankus and Ms. Gaspar stated they would work on Policy #33 (Public Relations). They hope to have it ready for review by the next meeting.

F. **Treasurer's Report** - Mr. Vantine was unable to attend but he sent the following information to the Trustees:

1. The CD at North Shore Bank was automatically reinvested for another 18 months in October, as was decided by the board. However, it was renewed at a lower interest rate (.5%). He was not aware of this until January. At that point, Mr. Vantine contacted the bank and they were able to bump the rate up to 1.15%.

Mr. Vantine wanted the Trustees to know that if the money was pulled out now to reinvest it elsewhere, there would be a penalty of \$985.31. If the Trustees then wanted to reinvest the money into the Golden Rainbow Fund, the anticipated yield for the next year is 1.2%

which would yield around the same amount. According to Mr. Vantine, in 2016 the yield, was 4.17%. So there is potential to earn more, however, it's not a sure bet. Mr. Vantine reminded the Trustees that they talked about closing the Golden Rainbow Fund after it got back up over \$5K.

2. Mr. Vantine has not made any headway on setting up a new Fidelity account.
3. Mr. Vantine requested the Trustees to review the two following issues:
  - a. Keep Golden Rainbow Fund or dissolve it ASAP. After a brief discussion, **Ms. Bambury made a motion to keep the Golden Rainbow Fund as is. Ms. Raynard seconded the motion and all were in favor.**
  - b. Keep CD at NS Bank (at 1.15% interest for 18 months from October 2016) or withdraw and move to other account (\$985 penalty; Golden Rainbow Fund only viable option currently). The Trustees discussed the options for this CD. Then **Ms. Bambury made a motion to keep the CD as is. Ms. Raynard seconded the motion and all were in favor.**
4. Mr. Vantine sent an updated financial report that Ms. Gaspar handed out.
5. Mr. Vantine stated that he renewed the board's membership with the MLTA. He paid the \$100 dues in January.
6. There was a brief discussion on the upcoming election and which Trustees were up for election.
7. Ms. Gaspar told the Trustees that she had received a lovely thank you note from Mr. Malone. The family was very pleased with money from the Malone Fund being used to purchase additional classic books.

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

1. Circulation - Ms. Gaspar handed out the Circulation Report. She stated that checkouts were still down and most of that occurred in decreases in children and juvenile age groups. There is an ongoing discussion as to why this is happening and what can be done to increase circulation. Ms. Gaspar also stated that there were 41 programs with 730 in attendance.
2. Budget - Ms. Gaspar handed out the budget reports. She stated that everything is within appropriate range of spending and noted if repairs are not needed for the HVAC then there could be about \$6,000 remaining in the Building Repair Line.
3. Tri-Town Community Read Update - Ms. Gaspar said that Mr. John Jacobs of Life Is Good will be coming to the Tri-Town. There will be no charge for his presentation. Mr. Jacobs will be coming on a date to be announced and will be speaking at the MASCO during the day with hopes that the program will be live streamed to the elementary schools and cable stations but this yet to be finalized.
4. Presentation to Finance Committee - Ms. Gaspar stated that a presentation was made to the Finance Committee on Monday and she thought that all went well. In addition, Ms. Gaspar will be meeting with Mr. Sheehan and Mr. Ferrara for the Capital Budget. There will be no large requests.
5. Long Range Plan and Community Survey - Ms. Moreschi will make a presentation at the next meeting.
6. Ms. Gaspar told the Trustees that Nicole Cardarelli, who has been a page at the library for 7 years and did her college internship as a YA Librarian was hired to fill the YA /Video and Tech Librarian position. Geneva Huckleberry was hired as the new page.

All staff are signed up for trainings in April and May. This is because of the new automated system that will be in place on May 18.

7. Technology - Ms. Gaspar stated that the town I.T. Department, headed by Mr. Fullerton, will be overseeing the telephones, CATV, internet, computers, etc. in all departments including the library. Therefore, there will no longer be a line item in the budget for cost of the phones.

HIQ, a technology firm will be coming in tomorrow to do an analysis of needs, and begin to develop a comprehensive plan. Issues around firewalls, repairs and equipment turnover will be assessed and more easily handled.

8. Ms. Gaspar stated that she has started doing staff reviews.

H. **Next Meeting:** The next meeting of the Trustees will be in the Trustees Room of the Flint Public Library on Tuesday, March 14, 2017 at 7:00 PM.

- I. **Adjournment-** *Ms. Raynard made a motion to adjourn. Ms. Bambury seconded the motion and all were in favor. The meeting was adjourned at 8:11pm.* The Trustees moved to the main circulation desk to see the newly installed floor.

Respectfully Submitted,

Paula Fee, Recording Secretary