



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, April 10, 2017**

The meeting of the Flint Public Library Board of Trustees was held on Monday, April 10, 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; Annie Wilton, liaison for the Friends of the Flint, and Paula Fee, Recording Secretary

A. **Call to Order:** Ms. Stankus called the meeting to order at 7:04 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 from Monday, February 13, 2017. Ms. Bambury seconded the motion and all were in favor.*

D. Friends of the Flint

1. The Annual Campaign as of 3/7/17 had a total of \$7,770.
2. The business mailing will be sent out this week.
3. The next event is the MST Earth Day being held on Sunday, April 30. Ms. Gaspar has ordered a 'read and walk' program from another library that she will use at the program. There will be no cost for this program. Ms. Gaspar hoped that the Friends could bring their tent.
4. The Friends will set up a table at Town Meeting and provide refreshments. Ms. Wilton will buy some cases of water and she asked the Trustees if they could provide bake goods. The Friends will also be there for the second night if there is one.
5. Both Ms. Gaspar and Ms. Wilton were in touch with Mr. Doug Earp about the Spring cleanup. He came to the library today and said that there was no need to add mulch this year but he would rake it and turn it over. He promised to complete the work by Memorial Day and he will have a quote for the cleanup to Ms. Gaspar by Wednesday.

E. Trustees' Report

April 10, 2017

1. The town election will be on Monday, May 15 from 7am - 8pm at the Fuller Meadow School. In regards to the Board of Trustees, Mr. Vantine will not run for reelection; Ms. Raynard will be running for reelection; Ms. Ann Noyes will be running for election to the Board for the first time.
2. Both Ms. Stankus and Ms. Gaspar stated that there is more work to be done on Policy #33 (Public Relations). The Friends have also requested to review this policy prior to approval and the Trustees felt that this was appropriate. Because of the Long Term Plan Ms. Stankus stated that she would like the Trustees review of this policy to be tabled until the summer or fall and all were in agreement.
3. Ms. Gaspar ensured that the Trustees had received their copy of the Community Survey Results. What followed was a lengthy discussion about the responses to the different parts of the survey. The overall analysis was generally positive with some negative ones which were similar to those from 6 years ago. Other results included a desire for more adult and teen programs and an increase in diversity. There was also a discussion on how patrons heard about programs at the library, the general public view of the new library website, and the amount of wi-fi usage. The Trustees concluded that even as library services and programs become better, patrons will continue to look for more. One conclusion is the need to think broader and have more creative ideas from a variety of sources. Trustees came up with ideas such as a barn style door for the children's room and to try repeating programs that receive positive feedback in previous years. Ms. Gaspar noted that survey results have not yet been shared with staff.
4. The Trustees had a short discussion on the Director's contract. Then *Ms. Raynard made a motion to extend the Director's contract for three years. Ms. Bambury seconded the motion and all were in favor.*

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

1. Book purchases were paid.
2. He will need to send a check to Masconomet for the annual scholarship.
3. There was very little change since last meeting. The accounts did make some interest.

G. Director's Report

1. Circulation - Ms. Gaspar handed out the Circulation Report. She stated that March 2017 was better than March 2016. She also stated that circulation was still a little behind for the year but most of that is in videos. Overall, Ms. Gaspar was pleased with the numbers as March was over 6,000.
2. Budget - Ms. Gaspar handed out the budget reports. She stated that everything is within appropriate ranges. The Town included in the new budget a FT position for circulation and a PT (14 to 19 hours) for early literacy. Trustees discussed the need for additional staff, salary increases and added salary steps for upcoming budget requests. Ms. Gaspar reminded Trustees that the IT budget will be moving to the Town. The library will be getting a new firewall in FY18 and new computers in FY19.
3. Ms. Gaspar handed out charts demonstrating the differences between 2008 and 2016 figures. These charts showed a 25% increase in items checked out as well as a 49% increase in visitors. Trustees stated that the data on these charts demonstrated the need for more staffing.

3. Building Update - Since the last meeting, both the clock (\$800) and the heating system needed to be repaired. Ms. Gaspar stated there was ample funds in the budget to cover the cost of these repairs.
4. Tri-Town Community Read Update - Ms. Gaspar handed out the pamphlet of events that will be taking place during the Spring. The highlight is a presentation by Mr. John Jacobs of Life Is Good on April 12 at 12:30 to the Middle School students in the Field House. The program will be live streamed to all schools and will be shown on CATV.
5. Ms. Gaspar stated that there would be a meeting on Thursday April 13 for the Long Range Plan. It would be held at 6:30pm. Those in attendance would review the survey results and develop a vision of where we want to be in five years.
6. Ms. Gaspar stated that the library will be getting a new automated system. Staff will be trained prior to the start up on May 18. Because of the change in systems, the library will not be able to complete the computer check-in on May 15, 16, and 17. But will be able to check out books from the library stacks.
Therefore, the library will not open to the public on May 18 until noon giving staff the necessary time to input all that data.
7. Ms. Gaspar asked the Trustees to review and select the color combination for the OPAC web page. The Trustees selected the maroon and gold of the Flint logo.

H. **Next Meeting:** The next meeting of the Trustees will be in the Trustees Room of the Flint Public Library on Monday, May 8, 2017 at 7:00 PM.

I. **Adjournment-** With no further business, the meeting was adjourned at 9:16pm.

Respectfully Submitted,

Paula Fee, Recording Secretary