



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, January 8, 2018**

The meeting of the Flint Public Library Board of Trustees was held on Monday, January 8, 2018 in the Trustees' Room of the Flint Public Library, One South Main Street, Middleton, MA.

Members Present: Melissa Stankus, Chairperson; Donna Bambury, Gretchen Moreschi, Ann Noyes, and Shirley Raynard

Others Present: Melissa Gaspar, Library Director; and Paula Fee, Recording Secretary.

A. Call to Order: Melissa Stankus called the meeting to order at 7:06 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 from December 12, 2017 as corrected. Ms. Bambury seconded the motion and all were in favor.*

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

1. The Friends ended the 2017 Annual Campaign with \$12,530. Ms. Bambury asked if this was the most donations ever received. Ms. Gaspar thought it was. The Friends goal was \$10,000 so it was a very successful year.
2. The Annual Membership notice was just recently sent out and \$500 has already been donated.
3. A thank you gift of a flashlight for donations of \$50 or more was selected by the Friends.
4. The Friends are discussing moving funds to another financial institution that would provide a better interest rate.
5. The business mailing will be sent out near the end of January.
6. Love Your Library Month will take place in February. The Trustees asked several questions about this program and Ms. Gaspar stated Leslie Musiak, from the Friends, would oversee the activities from that group. The Friends would be presenting gift cards to library

staff and do the candy jar counts. Ms. Gaspar also discussed what the Library staff would be doing.

E. Trustees' Report

1. Both Ms. Bambury and Ms. Moreschi will be up for re-election this year. Each told the Trustees that they are planning on running again and will be taking out papers shortly.
2. Ms. Gaspar stated that the requests for use of rooms has been quite high. In one instance, there was a request to book a room for a specific time for a six month period. It was eventually reduced to three months but her concern was that groups using Library rooms could interfere with programs. The Trustees had a lengthy discussion and decided that there would be no changes made to the current policy but Library programs will take precedence. Approval of requests for room use can be denied when it would interfere with a scheduled Library program.

F. Treasurer's Report

1. Ms. Noyes distributed copies of the Treasurer's Report. She stated that there was really nothing of interest this month except the earned interest.
2. End of year statements have not come in yet so Ms. Noyes will wait until next month to present that information to Trustees.
3. Ms. Noyes stated that the CD will be coming due in two months.
4. Ms. Raynard requested that the accounts be revisited in April and all were in agreement.

G. Director's Report

1. Ms. Gaspar distributed the Circulation Report. She said as a result of staffing changes, there were fewer programs in December and that resulted in slightly lower numbers. Total attendance was down by 347. Circulation was down by 680 in videos and 588 in music but overall circulation was down by only 171.

The Trustees then had a lengthy discussion on ebooks. Ms. Gaspar said that the Library will be sending a mandatory \$700 to MVLC to help build up ebooks. According to data, the use of ebooks is on a steady increase with about 180 checkouts in December. Ms. Moreschi noted that publishers are seeing an equaling out of ebook/book sales.

Overall, everyone was pleased with this year's circulation numbers.

2. Ms. Gaspar passed out the Program Report. A summary of the report shows 16 adult programs with 341 attendees; 14 juvenile programs with 587 attendees; 1 young adult program with 3 attendees; and 39 meetings with 920 in attendance. The number of meetings for the last 6 months totaled 290.
3. Ms. Gaspar handed out the Budget Report and stated that everything was within limits.
4. Ms. Gaspar gave the Building Report. She stated the snow blower broke down on Friday and has to be repaired. Besides the repairs, the snow blower also needs a tune-up. She felt it would cost about \$500.

Ms. Gaspar explained to the Trustees that there was a problem with the phone on the elevator.

It was discovered that the security system and the phone on the elevator were on the same

phone line. Because of the location of the problem, Verizon will do repairs at no cost. When those repairs are complete, the security system will be put back on line.

Finally, Ms. Gaspar noted the gutters were never cleaned out even though she called several times requesting that the work be completed. She said she hopes that they don't end up with ice dams and/or leaks.

5. Ms. Gaspar told the Trustees that three staff and two pages attended a Circulation training on December 29. This training was held at the Flint and was presented by MVLC. In addition, two staff members will attend a Catalogue training on Friday.

Ms. Raynard asked how many pages worked at the Library. Ms. Gaspar stated that there are four pages. Each page works two 2.5 hour shifts and they rotate having one of their shifts on Sunday.

6. The staff will have a two hour AED & CPR recertification training on Jan. 10. The library will be closed for three hours so that all staff can attend the training. Certification will be good for two years.

7. Among the upcoming programs in February, are activities around the theme of 'Love Your Library' month. Have a 'Blind Date with a Book' will be one activity. Library patrons can choose from a number of books with a blank cover. There will be a short statement on each book that gives the reader some idea about the book. Patrons then check out the book without knowing the title or author.

Jane Austin will be the central theme of a number of other activities. There will be a life sized cardboard cut-out of Mr. Darcy that will be set up in the Library.

8. Ms. Gaspar mentioned the staff breakfast hosted by the Trustees. The Trustees were very enthusiastic about restarting this annual event. It was decided to hold the breakfast on Friday, February 16 at 8:30am. Each Trustee volunteered to bring food or drinks. The plans will be firmed up at the next meeting.

9. Ms. Gaspar handed out a copy of the FY 19 Budget for the Trustees to review. A lengthy discussion ensued in which the Trustees assessed various line items, number of personnel, and received explanations on such things as COLA and state requirements for the percentage of the budget that must be set aside for purchase of books. Trustees gave Ms. Gaspar several suggestions to support the need for additional staff specifically safety issues when there is a well attended program and not enough staffing.

Ms. Gaspar will present the budget, which includes a supplemental budget, on Friday.

10. Ms. Gaspar also passed out the draft copy of the description of the Flint Public Library that will be in the Town Report. Trustees read through the draft and made a few minor suggested additions and changes. The Trustees were very pleased with the draft and complimented the Director for an excellent draft.

H. Next Meeting: The next meeting of the Trustees will be on Monday, February 12, 2018 at 7:00 PM in the Trustees Room of the Flint Public Library

I. Adjournment: With no further business, the meeting was adjourned at 8:42 PM.

Respectfully Submitted,
Paula Fee
Recording Secretary