



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, March 12, 2018**

The meeting of the Flint Public Library Board of Trustees was held on Monday, March 12, 2018 in the Trustees' Room of the Flint Public Library, One South Main Street, Middleton, MA.

Members Present: Melissa Stankus, Donna Bambury, Ann Noyes, 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 7:00 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 from February 12, 2018. Ms. Noyes seconded the motion and all were in favor.*

D. Friends of the Flint (Ms. Gaspar)

1. As of February 13, the balance of the Friends Annual Campaign is \$7,495. Ms. Gaspar stated that this was \$300 more than the same period last year. There are a number of donations that had come in since February 13 and Ms. Wilton will be getting the new total at the next Friends' meeting on Wednesday.
2. Ms. Wilton noted that there were more and larger donations being made by residents in the Fuller Pond and Ferncroft sections of the Town.
3. The business mailing has been sent.
4. The Friends will be reviewing their by-laws at their next meeting.

E. Trustees' Report

It was determined that it was time to review some of the policies. Ms. Stankus said that the By-laws would be reviewed at the meeting following the election. Ms. Gaspar stated she would

look through the Policy Book and send out three policies with the agenda for the next meeting. The selected policies have not been reviewed in about 7 years.

F. Treasurer's Report

1. Ms. Noyes distributed copies of the Treasurer's Report. She stated that as of 12/31/17, the Trustees' checking account balance was \$75,032. She pointed out the interest on the account for January was \$3.39.

2. Ms. Noyes asked if there would be another book purchase from the Malone Fund. Ms. Gaspar stated that this particular fund is to be used specifically for reference materials and it is allowable to spend more than just the interest. Ms. Gaspar anticipated about \$600 would be spent this year and she said the Malone Family would be notified of purchases and be thanked for their generous donation.

3. Ms. Noyes wanted to know if the Trustees were going to continue to give the \$500 scholarship to Masconomet this year. Ms. Noyes said she had a form that needed to be returned to the school. After a brief discussion, ***Ms. Noyes made a motion to fund the annual \$500 Scholarship. Ms. Bambury seconded the motion and all were in favor.*** Ms. Noyes will notify the school.

4. Ms. Noyes said that she is shopping for the best rates for a CD. Her goal is to find an interest rate that would cover the cost of the scholarship. The current CD (\$57,045.45) matures on 4/5/18 and at that point she would like to move the money into a bank that is offering the best rate. The Trustees had a short discussion about this process and ***Ms. Stankus made a motion to allow Ms. Noyes to move the \$57,045+ that is currently in the maturing CD at North Shore Bank into a new CD at a bank that offers the best rate. Ms. Bambury seconded the motion and all were in favor.***

G. Director's Report

1. Ms. Gaspar distributed the Circulation Report. She stated that even though videos (-710) and music (-699) were down in numbers the total circulation numbers were closing the gap (-121) with last year's figures. Overall both programs and attendance were up - 330/8164 compared to last year's 258/5431.

2. Ms. Gaspar handed out the Budget Report and stated that everything was within limits except office supplies. That balance is currently \$9.63. Ms. Gaspar stated that if necessary she could move some funds from the Building Maintenance/Repair line to cover additional office supplies. Ms. Gaspar also pointed out that there was \$101,167.53 in State Aid and there should be around \$3,000 to \$5,000 State Aid arriving in the Spring.

3. Ms. Gaspar told the Trustees about several collaborative programs. Mr. D. Fullerton spoke about healthy eating and public health awareness. This was a joint program of the Library, Health Department, and the Senior Center. The next program will be with the Library, Fire and Police Departments and the presentation will cover vehicle safety, seat belts and car seats. She said the Jane Austin tea was very successful with 29 participants, and the Friday movie was *Lady Bird*.

4. There are currently several issues with the building. First, both signs for Raynard Way were destroyed in the storms. It was decided to replace just the one on the Lake Street end and the cost to replace the sign would come from the insurance money that the Fire Department received for the damages from the storm.

Second, since the FY19 budget is very tight , there is no money for computers. Ms. Gaspar said that the Town will look for funds. Ms. Gaspar has also thought of other methods to cover the cost of replacing at least the three worst computers which are located in the Children's Room. She hopes part of that cost will come from the Friends who will be applying for a possible \$1,000 grant. If they receive this grant, it could cover 1.5-2 computers. She can also use 10% of the materials budget for 'access to online materials' to cover part of the cost of the computers which would be used in the new Teen Zone.

Ms. Gaspar explained the funds left in the building maintenance line will be needed to cover the cost of cleaning the rugs and a deep cleaning of all public bathrooms. As a result, there is no money to cover the installation of electric outlets needed in the new Teen Room (\$775) and the changeover of lights in the new section of the Library to LED (\$3,000). The latter was supposed to be on this year's warrant but was taken out because of budget constraints. Ms. Gaspar asked if the cost for the outlets and lights could be taken from State Aid funds. She continued by saying that the Teen Zone is important as they are looking at a number of elementary students who are moving to the junior high next year and they are expected to continue to come to the Library after school. She also told the Trustees that the LED project is necessary as the ballasts keep burning out, it is difficult to work on the lights because of the high ceilings and by changing to LED the Library will be going green and the new fixtures would last for about 15 years.

The Trustees agreed with Ms. Gaspar's points and they felt that both costs were appropriate for State Aid. ***Ms. Bambury made a motion to State Aid funds to cover the cost for the electric outlets for the Teen Zone and the cost of replacing the current light fixtures in the new section of the Library to LED. Ms. Noyes seconded the motion and all were in favor.***

5. There are a number of upcoming programs. In March the mini Community Read revolves around Social Justice. There are several programs at the TriTown libraries and a number of recommended books. In April, poetry will be the main theme.

6. The ALICE Training will be held on Friday, March 30 from 9 to 10:30am

7. Last Saturday, Ms. Gaspar attended the meeting on the Supplemental Budgets. She originally requested funding for a PT position and substitute and Town administrators asked if she would be able to work with \$15,000. Ms. Gaspar said that amount would help provide for the additional PT position/substitute and she also thanked them for their willingness to find some funds for much needed computers. The Trustees were very pleased with Ms. Gaspar's efforts and congratulated her on getting the funding.

8. Ms. Gaspar distributed copies of the FY19 Budget worksheet for the Trustees to review. She highlighted a number of lines pointing out that there was an additional \$1,000 in the supply line, \$2,000 for coverage on Sundays during the summer, and the \$15,000 from the supplemental budget that Ms. Gaspar can use at her discretion for a substitute, training, etc. She stated that she will use the funds throughout the year.

The total budget for FY19 will be \$549,350.

9. Ms. Gaspar gave the Trustees a Thank You note from the staff. Ms. Stankus read the note which was a thank you for not only the breakfast in February but for their support, and for the time staff and Trustees had to get to know each other and be able to discuss issues and interests.

10. Ms. Gaspar told the Trustees that she attended the Library Legislative Day. She spoke to state legislators and requested that funding not be cut.

11. Ms. Gaspar read Judy Gallerie's letter of retirement. The Trustees were sad to receive the letter and they had a brief discussion about how much she will be missed. Trustees also asked about the process of hiring the next Assistant Director and Ms. Gaspar said she would start with

an internal posting first, and then if necessary expand the search. Ms. Gaspar hoped to have the person hired in time to be fully trained by Judy before her last day on July 31.

H. Next Meeting: The next meeting of the Trustees will be on Monday, April 9, 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 8:33 PM.

Respectfully Submitted,

Paula Fee
Recording Secretary