



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, April 9, 2018**

The meeting of the Flint Public Library Board of Trustees was held on Monday, April 9, 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 7:06 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. Raynard made a motion to accept the minutes from March 12, 2018. Ms. Bambury seconded the motion and all were in favor.*

D. Friends of the Flint (Ms. Gaspar)

1. The current balance of the Friends Annual Campaign is \$8,320. Ms. Gaspar stated that this was about \$600 more than the same period last year.
2. The business mailing has been sent out and there are already two donations from new businesses. These donations are not included in the announced current total.
3. The reminder post cards will be mailed soon. Ms. Wilton told Ms. Gaspar that this mailing usually results in about \$1,000 in donations.
4. The Friends next meeting will be on Wednesday April 11.

E. Trustees' Report

Three policies were reviewed at tonight's meeting:

Policy #3 - Mission and Vision Statement

Ms. Gaspar stated that she would like to add the Vision Statement to Policy #3. She said that each will be separate statements but will be both part of the same policy. The Vision Statement is part of the Long Range Plan. ***Ms. Bambury made a motion to accept the amended Policy #3 with corrected date. Ms. Raynard seconded the motion and all were in favor.***

Policy #21 - Unattended Children Policy

Ms. Gaspar explained that the Unattended Children's Policy takes into consideration that children coming from Howe-Manning on the afterschool bus are in Grades 3 - 6 or ages 8 to 11 or 12. The library policy allows 8 years old to be at the library for a few hours unattended. Ms. Gaspar created an informational flier which she gives to parents of children who frequent the library alone afterschool. This flier outlines the policies and rules of the library, behavior expectations, and on-going concerns such as the safety of children if they leave the library and cross the parking lot to the park or go to nearby stores for snacks. Students who come to the library after school should be using the library resources or doing their homework. Also, the Library is not responsible for the students leaving the library.

Trustees discussed how to ensure parents know Library policies, ensuring students are picked up by parents prior to closing time and safety issues.

Ms. Raynard made a motion to accept Policy #21, Unattended Children Policy, with changes and amendments. Ms. Bambury seconded the motion and all were in favor.

Policy #34 - Public Use Computers/Internet was the longest Policy to be reviewed this evening. Ms. Gaspar wanted additions to the policy that would ban the use of inappropriate sites that had violent or sexual content. Trustees added two sentences to the policy that spelled out these concerns.

There was an additional discussion on bullying, incident forms, police visits and assistance and parental meetings. ***Ms. Bambury made a motion to accept the policy with amendments. Ms. Noyes seconded the motion and all were in favor.***

F. Treasurer's Report

1. Ms. Noyes distributed copies of the Treasurer's Report. She had highlighted the more important figures in the report.

2. Ms. Noyes asked if there would be a check coming from the Malone Fund. Ms. Gaspar indicated that there would be to cover cost of purchased books.

3. Ms. Noyes told the Trustees that the CD at North Shore Bank had matured on April 5. She had looked for the best CD - highest rate and shortest term. She said that North Shore Bank offered a rate of 2% for 14 months. So the CD will remain at the same bank and Ms. Noyes will let Ms. Stankus know if she must go to the bank and sign for the new CD.

4. Ms. Noyes believes the new rates on the CD will cover the amount of the scholarship. She will contact Masconomet to follow up on the scholarship.

Ms. Gaspar stated that she had already received a list of the students. She identified those on the list as being Middleton residents who had a library card, the requirements to receive the scholarship. She also let school officials know those on the list who had volunteered or worked at the library.

G. Director's Report

1. Ms. Gaspar gave the Trustees a breakdown of the programs for March. These include: Adult - 33/301; Juvenile - 21/758, including Story Time - 3/89 and Young Adult - 1/5. Trustees were pleased with the numbers and gave suggestions of possible programs that might draw more young adults.

2. Ms. Gaspar distributed the Circulation Report. She stated that the Library was very active with 385 programs and 9228 attendees. This is up from last year's 307/6314. In addition total circulation was over 49,000 and attendance was over 38,200.

3. Ms. Gaspar handed out the Budget Report and stated that things were in good shape. She also indicated that the wiring that was approved by the Trustees was completed within budget except for the unexpected \$100 for permitting. She is currently working on the LED proposal. Ms. Gaspar stated that she would like to purchase panic buttons that would be located at the circulation desks and one mobile unit. The cost would be \$750. The Trustees asked her to hold off the purchase to see how much is left in the building maintenance line. If that line is zeroed out, the Trustees agreed to spend State Aid to cover the cost.

4. Ms. Gaspar gave an update on the building. She said that she would like to have the carpets cleaned (\$2500), and deep clean the bathrooms (\$3000).

5. Ms. Gaspar handed out the April calendar to show the Trustees the number of planned programs for the month. She especially wanted the Trustees to see all the activities scheduled for the April vacation.

6. Ms. Gaspar would like to host a luncheon for the Library volunteers and hoped the Trustees would cover the cost. She wants to have an elegant luncheon on Tuesday, May 15 for the nine volunteers. Plans are to serve lobster rolls and a cake for dessert. She said she will pay for the meal by credit card and Ms. Noyes could reimburse her. The Trustees were in favor of the plan and Ms. Stankus agreed to come and speak at the luncheon.

7. Ms. Gaspar sent out an email to Trustees to inform them that Loretta had applied for and accepted the position of Assistant Director. Ms. Gaspar is very pleased as Loretta has business skills - staffing, payroll, ordering supplies, etc.- from a previous job, has excellent Library skills and is very personable. She will be training with Judy in June.

8. The MA Library Association Conference will be held on May 21.

9. The Black Belt Librarian Training will be held on May 1. Three staff members will be attending this workshop on Library safety and dealing with difficult patrons.

10. Ms. Gaspar told the Trustees about the ALICE training including the panic buttons and the lock for the storage room door.

H. Next Meeting: The next meeting of the Trustees will be on Monday, May 14, 2018 at 7:00 PM in the Trustees Room of the Flint Public Library

I. Adjournment: With no further business, Ms. Stankus adjourned the meeting at 8:38 PM

Respectfully Submitted,

Paula Fee, Recording Secretary