

**Minutes of the Meeting  
The Flint Public Library  
Board of Trustees  
Monday, May 14, 2018**

The meeting of the Flint Public Library Board of Trustees was held on Monday, May 14, 2018 in the Trustees' Room of the Flint Public Library, One South Main Street, Middleton, MA.

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

**Others Present:** Melissa Gaspar, Library Director; Annie Wilton, Liaison, Friends of the Flint; 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 April 9, 2018. Ms. Raynard seconded the motion and all were in favor.*

**D. Friends of the Flint** (Ms. Wilton)

1. Annie thanked all those who baked. With donations, the Friends broke even. She said she will work on getting into the main room next year instead of having the table out in the corridor.
2. The current balance of the Friends Annual Campaign as of May 10 is \$9,565. This is about \$500 more than the same period last year, and they are close to their goal of \$10,000.
3. Ms. Wilton is preparing the Institution For Savings charitable foundation request. The hope is to receive the \$1,000 grant to help cover the cost of the computers for the Teen Tech Zone. Ms. Wilton will have Ms. Gaspar review it after she has completed the paperwork.
4. Chief Will's Day will be Saturday, June 23. The Face Paint Lady and Balloon Man will be sitting near the library booth to draw parents and kids. Annie said that Friends donate around \$350 to cover the cost of the face painting and balloons.
5. Vehicle Night will be on Friday, August 10 from 6-8pm. It will be held at Natsue Way. The Friends will hand out water again this year with Compliments of the Friends of the Flint printed on each bottle.
6. The Food Pantry collection will take place during the summer when school is not in session. The grocery cart will be placed in the main corridor. Ms. Gaspar will write about the collection in the e-newsletter and send out a Constant Contact in July and August. Staff will talk about the collection during their programs.

7. The Friends have a new member, Joan Shea-Desmond.
8. The Friends next meeting will be in September.

### **E. Trustees' Report**

One policy was reviewed at tonight's meeting:

*Policy # 9, Rules of Conduct Policy*- Ms. Gaspar sent the Trustees a copy of this policy without any changes because she thought it was fine as is. She also told Trustees that this policy was last reviewed in 2014.

After a brief discussion on the policy, ***Ms. Raynard made a motion to approve the reviewed Policy #9, Rules of Conduct Policy. Ms. Noyes seconded the motion and all were in favor.***

Ms. Stankus stated that next month the Trustees will review the Bylaws.

### **F. Treasurer's Report**

1. Ms. Noyes distributed copies of the Treasurer's Report. She had highlighted the more important figures and she stated that there was not a lot to report.

2. Ms. Noyes said she is anticipating a bank statement that would show the three checks that were sent out last month.

3. Ms. Noyes told the Trustees she will send out the check for the Masconomet scholarship immediately.

4. Ms. Noyes and Ms. Gaspar discussed spending funds from the Malone Fund. Staff identified nonfiction books that could be purchased. \$1,560.71 was spent at Baker-Taylor and \$168.15 at Amazon. Those costs will be taken from the Malone Fund which currently has a balance of \$8,651.48.

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

1. Ms. Gaspar gave the Trustees a breakdown of the programs for April. These include: Adult - 32/348 including Friday Flicks - 2/40; Juvenile - 28/1471, including the School Art Show - 238 and the Whale Mobile - 162; and Young Adult - 3/43 including the Poetry Contest - 37.

2. Ms. Gaspar distributed the Circulation Report. She stated that the Library was very active with programs and attendees. Circulation numbers are +109 over last year's figures. In addition total circulation was 54,976 and attendance was 43,107, probably low count due to inaccuracies of door counter. Ms Gaspar stated that she would look at different types of counters and report back to the Trustees because everyone feels an accurate count is a valuable and necessary statistic.

3. Ms. Gaspar told the Trustees about Overdrive. The library will get one year of unlimited magazines. She said multiple patrons can read the same magazine at the same time. Currently there is an average of about 200 titles circulated each month.

After this trial period, the library has the option to continue it by paying an annual fee.

Ms. Gaspar handed out the Budget Report and she stated the budget was within limits and she has a number of plans to spend down the budget by the end of June.

As example, she said that the rugs would be cleaned over Memorial Day weekend. (\$2500)

Ms. Gaspar also said that there were extra funds in the staff salaries so she has offered extra hours to staff. In addition, if a new staff member is hired to replace Loretta, some of those funds can be used to start training in June.

Ms. Gaspar also is trying to find a reliable company to do deep cleaning of the bathrooms.

5. Ms. Gaspar notified the Trustees that the Book Club will participate in the first Library outing. They will be going to the Hellenic Center to hear the author Chris Bohjalian speak.

6. Ms. Gaspar said the Children's Summer Reading Program will start off with a multigenerational prom held on Friday, June 29. There will be a DJ, light show and mirror ball. Participants have the opportunity to dress up for the dance. The idea of the prom goes with the theme: Libraries Rock.

7. Ms. Gaspar told the Trustees that the FY19 Library Budget was passed at Town Meeting. The funding is sufficient to meet the needs of the Library. There will be an additional \$15,000 for a substitute, \$2,000 for staffing for summer Sundays, and an increase of \$9315 for materials. This results in an overall 6.7% increase in the budget.

8. Ms. Gaspar will be attending the MA Library Conference on May 21 in Framingham.

9. Three staff members attended the Black Belt Librarian Training on May 1. The presenter was Warren Graham and North Shore libraries pooled funds to sponsor the training which was held in Rockport. Melissa said the program was wonderful and that the staff felt empowered. Staff who attended have shared the information from the training with those who could not attend. Melissa added that she has had to call 911 only twice and once for a medical issue.

10. The Volunteer Luncheon will be held on May 22. About 15-20 people have been invited and they will be given four choices for their lunch. Ms. Gaspar also showed the Trustees a small gift she has for each of the volunteers.

There was a discussion on how Ms. Gaspar would pay for the luncheon. She stated that staff use their personal credit card and then are repaid. There was a suggestion to get a corporate credit card but Ms. Gaspar noted that the billing process was not timely enough to meet credit card deadlines.

11. The Summer Adult Reading Program will embrace PBS's Great American Read. WGBH has a list of 100 books that will be used by the Adult Summer Reading Program. For each book read (honor system), the reader will get a raffle ticket. Also one week a raffle ticket will be given for watching a DVD, and on another week reading an ebook will get a raffle ticket. There will be a prize each week and a grand prize at the end of the summer. Ms. Gaspar hopes the grand prize will be two tickets to the North Shore Music Theater.

There will be a special program on PBS on May 22 with the Library kickoff will be in June.

As already stated, the Children's Summer Reading Program will start off with a multigenerational prom held on June 29. Staff are currently working on the summer reading programs for children and teens.

Staff will also be wearing Libraries Rock shirts.

12. Ms. Gaspar said one of the staff wants to become a Notary Public. She would like to offer this service at the library at no charge. The hope is that patrons who use this service might take advantage of other Library services or programs.

The Trustees liked the idea of providing a Notary at the library. ***Ms. Raynard made a motion that the Library cover the cost of the staff member's expenses to become a Notary Public. Ms. Moreschi seconded the motion and all were in favor.*** It was stipulated that the staff member would pay for her own liability insurance. Ms. Gaspar said that she could advertise this new service through the e-newsletter

## H. New Business

Ms. Stankus asked if there were any other business. Ms. Bambury stated that the Stream Team would like to run a series of programs on environmental issues and she hoped that the programs could be held at the library. Ms. Gaspar stated that she thought there would be no problems but she told Ms. Bambury to contact Elizabeth through meetings@flintpublib.com to set it up.

**I. Next Meeting:** The next meeting of the Trustees will be on Monday, June 11, 2018 at 7:00 PM in the Trustees Room of the Flint Public Library

**J. Adjournment:** With no further business, Ms. Stankus adjourned the meeting at 8:36PM

Respectfully Submitted,  
Paula Fee, Recording Secretary