



**Minutes of the Meeting  
The Flint Public Library  
Board of Trustees  
Monday, June 11, 2018**

The meeting of the Flint Public Library Board of Trustees was held on Monday, June 11, 2018 in the Trustees' Room of the Flint Public Library, One South Main Street, Middleton, MA.

**Members Present:** Melissa Stankus, Donna Bambury, Gretchen Moreschi, 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 7:02 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 May 14, 2018 as corrected. Ms. Raynard seconded the motion and all were in favor.*

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

1. Ms. Wilton reminded the Trustees that the Friends do not meet during the summer.
2. The balance of the Friends Annual Campaign as of May 10 is approximately the same amount. Ms. Wilton will have an updated figure for the July meeting.
3. Ms. Wilton submitted the Institution For Savings charitable foundation grant request. After doing this grant, she feels they have the necessary information to apply for other submissions. The Trustees gave her several possible suggestions where she might apply. Ms. Wilton stated that she hoped that they received this grant for \$1,000 to help cover the cost of the computers for the Teen Tech Zone. The Trustees had voted to pay for the wiring which has been completed. The Friends will pay for a new table, and Ms. Gaspar said there are

enough chairs. Additional grant funds are needed to purchase the rest of the computers. The estimated additional funding needed to complete this project is \$4,000.

4. The post card reminders have been sent out.

5. Chief Will's Day will be Saturday, June 23. Ms. Wilton said that she would be needing volunteers for the Library table. She said she would be contacting the Friends and the Trustees to see who could help.

6. The Food Pantry collection will start once school is out for the summer. Ms. Gaspar and Ms. Wilton will advertise the collection on Facebook and through Constant Contact.

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

1. Both Ms. Moreschi and Ms. Bambury were congratulated on their re-election to the Trustees.

2. Ms. Stankus stated that it was necessary to reorganize the board because tonight is the first meeting since the election. She asked if there were any nominations for the office of President, Vice President, Secretary or Treasurer, or would the Board want to maintain the present slate. After a brief discussion, *Ms. Raynard made a motion to maintain all the current officers. Ms. Moreschi seconded the motion and all were in favor.*

3. Ms. Stankus said it was also necessary to review the Bylaws of the Flint Public Library Board of Trustees. Ms. Stankus asked the Trustees if they wanted any changes or amendments. Seeing none, *Ms. Bambury made a motion to accept the Bylaws as written. Ms. Raynard seconded the motion and all were in favor.*

4. Ms. Stankus stated that she would send out the meeting schedule for the upcoming year. The vote on the schedule was tabled until the next meeting on July 10. Trustees were reminded that the meeting will be on Tuesday because the Library is closed on Monday during the summer.

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

There was no Treasurer's Report.

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

1. Ms. Gaspar distributed the Circulation Report. She stated that the Library was very active with programs and attendees. Total Circulation numbers are +1164 over last year's figures. In addition total circulation was 60,893 and attendance was 48,021.

Ms. Gaspar was particularly pleased with the overall increase in programs and program attendees compared to last year - 509/12181 vs. 394/8115.

Ms. Gaspar stated that she looked for different types of counters so that the attendance figures would be more accurate. She even emailed other librarians but has not located a new counter.

2. Ms. Gaspar gave the Trustees a breakdown of the 83 programs with 1263 attendees during May. These include: Adult - 32/340 including Mahjongg, 5/102; Juvenile - 27/745, including Toddler Time, 10/291; and Young Adult - 2/6, including Anime - 2/6.

3. 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 before the end of the fiscal year.

Ms. Gaspar would like to purchase Niche Academy for \$800. This program would help patrons learn how to set up anything online. She also stated that the rugs had been cleaned

over Memorial Day weekend and Sir Grout from Watertown will be coming to do a deep cleaning of the bathrooms. Ms. Gaspar stated that the company gave a proposal of \$2,000 and a date has been set to do the work. In addition, new LED lighting has replaced the old very heavy halogen lights.

The Trustees said that they want to see all budget lines spent down. Ms. Gaspar responded that she believes the Trustees will be pleased with the final budget report.

4. Ms. Gaspar gave an update on the building. She said all electric work has been completed, the bathrooms are on schedule, and she has spoken to Doug Earp and believes he will have the gutters cleaned before the end of the month.

5. Ms. Gaspar notified the Trustees that a new staff person will be starting on June 18. Her name is Deirdre McManus, she is from Hamilton-Wenham and she already knows the system. Deirdre will be the Adult Circulation Librarian.

6. Ms. Gaspar discussed the upcoming programs for June, July and August. The Summer Adult Reading Program will use PBS's Great American Read list of 100 books. There will also be summer reading programs for children and teens. Ms. Gaspar said that she had to use a legal size paper to print out all the upcoming activities.

7. Ms. Gaspar told the Trustees that Elizabeth was able to get author Elizabeth Berg to come to the Flint on Sunday August 5. Signup for this program will begin in early July. In addition, three local florists have agreed to donate bouquets of flowers. One will be given to Ms. Berg and the other two will be raffled.

8. Ms. Gaspar attended the MA Library Conference on May 21 in Framingham. She said it was very good and that she has shared the information with staff.

9. The Volunteer Luncheon was held on May 22. She told the Trustees that the total cost of the luncheon was \$231.06. She also said that the luncheon went very well and each attendee talked about what they did as a volunteer.

10. Angelina has been trained to use the audio-visual equipment. She will be taping promos for the Summer Reading Program.

Trustees discussed an idea of developing a bedtime story program. Individuals from the town - ie Trustees, Town official, could read a bedtime story. Angelina could tape each reading in the library in front of the fireplace. Tapes of the readings could be shown on local CATV each evening at 5:30. Tapes would also be available through the Library website. During holiday seasons special books would be read. The Trustees are very excited about this idea and will be following up at future meetings.

11. Ms. Gaspar went into more detail about the PBS Great American Read. She said the recent television program was excellent as authors talked about their own book as well as discussing other authors and their books. She said that there will be additional television programs during the summer about the Great American Read.

Participants will be able to vote daily on their favorite book and the overall best book selected by the vote will be announced by PBS in September.

12. Ms. Gaspar told the Trustees that Digital Magazines will be coming at the end of June. The library will get one year of magazines at no charge. She said the program will start with

50 magazines and could possibly reach 5000. Multiple patrons will be able to read the same magazine at the same time. There will be no waiting and instant online use. Patrons can access the magazines through the Library website. They will need to go to OPAC, sign in to their account and have Wi-Fi access. They can always access them at the library if they do not have Wi-Fi.

After this trial period, the library has the option to continue the digital magazines by paying

an annual fee.

**H. Next Meeting:** The next meeting of the Trustees will be on Tuesday, July 10, 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 8:40PM.

Respectfully Submitted,  
Paula Fee, Recording Secretary