



**Minutes of the Meeting  
The Flint Public Library  
Board of Trustees  
Monday, September 10, 2018**

The meeting of the Flint Public Library Board of Trustees was held on Monday, September 10, 2018 in the Trustees' Room of the Flint Public Library, One South Main Street, Middleton, MA.

**Members Present:** Melissa Stankus, Donna Bambury, Gretchen Moreschi, Anne 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 7:10PM.

B. **Signing of Bills** - The bills were signed by the Trustees and were returned to Ms. Gaspar for processing.

C. **Approval of Minutes** - *Ms. Bambury made a motion to accept the minutes from July 10, 2018. Ms. Raynard seconded the motion and all were in favor.*

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

1. Ms. Wilton stated that the Friends will have their meeting on Wednesday Sept. 12. At that time she will get an updated total for the Annual Fundraiser. She will give the new figures to the Trustees next month.
2. She also told the Trustees that less money came in from this year's post card mailing because many of those receiving the cards had already made donations.
3. The one big event that the Friends participated in during August was Vehicle Night. The Friends handed out water on a very hot night. Ms. Wilton said that she made good contact with many people who were attending the event. Ms. Wilton also spoke to the firefighters who oversaw the program. They determined the best route to advertise the program was

through the PTO. The firefighters also thanked the library for advertising the event on the electronic sign.

4. Massachusetts is currently working under a 1999 food code book so local city and town officials are attempting to educate area people about food safety. They recently put on a Food Safety Food Forum at the Topsfield Fair Grounds. Ms. Wilton attended and received a certificate of completion.

She stated that the program was an overview of general food safety and presenters answered many questions. They also went over current best practices. Examples included not just washing hands but drying them thoroughly and if you feel ill, don't work in the kitchen. Ms. Wilton thought that it would be a good idea for Mr. Fullerton to do an inservice for library staff and the Friends. Ms. Gaspar stated that she would look into it.

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

1. Ms. Stankus read a lovely thank you note that she had received from Judy Gallerie about her retirement party and gift.
2. There was a brief discussion on covering the costs for the party.

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

1. Ms. Noyes stated that she had received a thank you note from the Masconomet Scholarship Committee. Ms. Noyes said Ariana Blaus was this year's recipient.
2. Ms. Noyes handed out a report on the accounts. She told the Trustees that \$500 was distributed for the scholarship and about \$2,500 was used from the Malone Fund.
3. Ms. Noyes is concerned that the James Balanced Golden Rainbow Fund account is currently losing money. It has slowly dropped over the last couple of months. She would like to keep an eye on the account for one more month and if it is still losing money she feels it would be an issue for the Trustees to discuss at the next meeting.

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

1. Ms. Gaspar distributed the Circulation Report. She stated that the Library was very active during the first two months for the year. Total Circulation numbers are already up 2,561 items over last year's figures for July and August.  
In addition total circulation was 14,918 and attendance was 9,398 both up from last year. When asked by Trustees why there was such an increase, Ms. Gaspar responded she felt it was the wonderful summer reading program, an enthusiastic staff and the very hot, humid weather.  
Ms. Gaspar also told the Trustees about the exciting, and successful Summer Reading Program. The library surpassed last year's numbers in participation. 361 children signed up for the Summer Reading program and they read a total of 5,095 hours. Last year 287 children read 3,685 hours. Participation was up 21% and time spent reading was up 28%. Ms. Gaspar added that every department head must give a snapshot of their department, how things are going and expectations for next year's budget. She stated that she would be using these figures as part of her presentation.
2. Ms. Gaspar handed out the Program Report. She gave the Trustees a breakdown of the 53 programs with 1,495 attendees during August. These include: Adult - 31/332 including Old Time Jam, 13 and Tai Chi 5/59; Juvenile - 22/1,179, including Vehicle Night , 475 and Jitterbugs, 275; and Young Adult - 3/24, including Harmonicas 22.

3. Ms. Gaspar passed out the Budget Report and stated that there were no issues during the first two months of FY19. She pointed out that more money was spent on water but with higher attendance and a very hot summer this would be expected. She also said that there was a need to see if there was a possible small leak in the sprinkler system.
4. Ms. Gaspar gave an update of the building including:
  - a. Ms. Gaspar said that she contacted the Town's contracted agency to ensure that the Library would be getting a WiFi upgrade. The new parts have been ordered and as soon as the parts are set up, the library will have a stronger signal and farther reaching signal. Ms. Gaspar will actually be able to see the number of wireless users which she can add to the data.
  - b. The front entrance has been power washed and the balcony windows on the east side are being caulked.
  - c. The attic chimney is crumbling and will need resurfacing. Tiles near the fireplace in the Trustee Room are loose and will be fixed.
  - d. The Fire Department has been given a security code for the Library.
  - e. Mr. Glenn Bambury trimmed the hydrangeas. His work helped revive the bushes and they are looking much better. Mr. Bambury will be asked to submit a bill.
5. Summer Highlights:
  - a. Elizabeth Berg visit the Flint on August 5. There were 115 people who came to hear the author's presentation.
  - b. Ms. Gaspar told the Trustees that she met with Hannah Wilkins, a direct descendant of Bray Wilkins, the earliest settler of Middleton. They met at the Bray Wilkins House on Mill Street Extension. Hannah's grandparents and Ms. Raynard were also at the meeting. Hannah, who is from Texas, had come to Middleton specifically to find out about her ancestors. She has both emailed and called to say thank you to everyone for their assistance in her finding out about her family ancestors. Ms. Gaspar said that Middleton Magazine sent a reporter and photographer both to the Bray Wilkins home and later to the library to follow up on the story. Ms. Gaspar is looking forward to reading the upcoming magazine article. She also noted that another family member, Jason Wilkins, from the Midwest, has contacted the library and plans to visit sometime this Fall.
  - c. Ms. Gaspar thanked everyone for all they did to ensure that Judy's retirement party was so nice.
7. Ms. Gaspar gave the Trustees an update on the Library portrait. She passed around a draft composite picture. The final picture will be a pen and ink drawing with water colors. The artist is Kathleen McNally and she will be completing a 12"x24" picture and will give the library the copyright, as well as the picture in several formats. The picture will be completed by October and Ms. Stankus will frame it. The Friends did an email vote during August and agreed to pay half the cost of the painting which will hang over the fireplace in the Trustees Room.
8. New improvements
  - a. Loretta developed a color coded personnel schedule. Ms. Gaspar passed around a copy of the color coded schedule.
  - b. Both Ms. Gaspar and Loretta reviewed a new online scheduling software called 'When I Work'. The program will send out text messages to remind staff and pages

of their scheduled shifts.

- c. Angela is now a Notary Public. She will provide this service at no charge during her working hours at the library. The library helped cover her costs to get her notary certificate and she will pay for her liability insurance.

9. Upcoming events:

- a. The annual Trails & Sails Event will occur on Sept. 30 at 1:30pm. The walk starts at the library with stops at the Estey Tavern and the Tramp House. Mr. Richardson will speak at the Estey Tavern and either Mr. Henry Tragert or Ms. Gaspar will speak at the Tramp House. Those attending can return to the library for light refreshments.
- 10. The Town will use Meeting Room A for Early Voting. The voting will take place between October 29 - November 5.
  - 11. The Book Sale will be on October 19, 20 and 21. The Friends might extend the hours of the sale on Saturday and will discuss it at their next meeting.
  - 12. The 10th Anniversary of the new addition is on November 11. Ms. Gaspar had hoped to hold an event on November 8 but that is the day of the Pre Town Meeting. She has decided to do a library promo during the meeting. Ms. Gaspar will still do the planned color coded stations and have the unveiling of the painting.
  - 13. The Massachusetts Board of Library Commissioners used an independent consultant to do a report on the evolving ecosystems of libraries. Ms. Gaspar will have the complete report at the next meeting.

**H. Date for next meeting** -The next meeting of the Trustees will be on Tuesday, October 9, 2018 at 7:00 PM in the Trustees Room of the Flint on Tuesday Public Library. The meeting will be on Tuesday instead of Monday because of Columbus Day.

**I. Adjournment** - With no further business, Ms. Stankus adjourned the meeting at 8:49 PM.

Respectfully Submitted,  
Paula Fee, Recording Secretary