



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, October 15, 2018**

The meeting of the Flint Public Library Board of Trustees was held on Monday, October 15, 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 7:01PM.

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 as corrected from September 10, 2018. Ms. Bambury seconded the motion and all were in favor.*

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

1. Ms. Wilton stated that the Membership Campaign donations are at \$10,395 as of 10/11/18. This is \$515 higher than last year during the same time period.
2. Ms. Wilton led a discussion on volunteering to set up the book sale, baking, and coverage for the sale. Trustees volunteered to help for all of these areas.
3. Ms. Wilton discussed an idea that Ms. Gaspar had brought up at the Friends meeting. She would like to get monogrammed gray fleece jackets/vests for staff. She had looked into cost and it would be about \$30 each. She stated the jackets are heavy duty and would have the library logo. Ms. Wilton suggested that the Trustees and Friends could purchase their own fleece with an appropriate logo with the hope that the cost might drop. She also stated that she had spoken to someone who agreed to cover the cost of the staff jackets. Ms. Wilton and Ms. Gaspar will look into the particulars and get back to the Trustees.
4. There was a discussion about passing out the glow necklaces at the Pumpkin Festival.

5. Ms. Wilton told the Trustees that the Friends had voted to move the Building Campaign Funds to a Fidelity Account. Approximately 40% would be put into the Contra Fund and 60% into the Balanced Fund with a small amount TBD to be put into an attached checking/money market.

E. Trustees' Report

Ms. Stankus stated that there was no report for tonight.

F. Treasurer's Report

Ms. Noyes was unable to attend the meeting but she sent in the Treasurer's Report which Ms. Gaspar handed out to the Trustees. Ms. Gaspar stated that the report spoke for itself. After reviewing the report, *Ms. Raynard made a motion to accept the Treasurer's Report as presented. Ms. Moreschi seconded the motion and all were in favor.*

G. Director's Report

1. Ms. Gaspar distributed the Circulation Report. She stated that the Library was very active during the first three months for the year. Total Circulation numbers were up 3,287 items over last year's figures for the same time period and Attendance was also up by 1,577.
In addition, in September, total circulation was 5,974 and attendance was 4,525 both up from last year. She believed the numbers were up because of promotion, programs and having books placed out for patrons to see.
When asked by Trustees about wireless use and periodicals, Ms. Gaspar responded she now had the ability to keep track of those figures. Overdrive also saw a doubling of figures and Ms. Gaspar felt this was due to the periodicals. Both the libraries working together and good oversight by MVLC allowed patrons to have more opportunities to check out the periodicals.
2. Ms. Gaspar handed out the Program Report. She gave the Trustees a breakdown of the programs with 1,495 attendees during September. These include: Adult - 37/552 including Mahjong 4/70 and Summer Reading - 147; Juvenile - 10/485, including Toddler Time 2/55 and Summer Reading - 247; and Young Adult -3/12. There were also 57 meetings with 630 attendees. It should be noted that the reason there were more adult programs than children programs was that Jessica was impaneled on a jury for part of the month.
The Trustees asked about the Door Tracker and Ms. Gaspar stated that she had done research and was unable to find anything that would be better.
Ms. Stankus said that Tri-Town Council was planning a workshop with break-out sessions on the same day as the Pumpkin Festival. Although many of the sessions look very interesting, some parents will be unable to attend due to the Festival. She asked Ms. Gaspar if it might be possible for the library to team with the Council and do some of the presentations during the year at the library. Ms. Gaspar said that she would look into it.
2. Ms. Gaspar passed out the Budget Report and stated that there were no issues during the first three months of FY19. she also thanked those that came for the presentation.
4. Ms. Gaspar gave an update of the building including:
 - a. Ms. Gaspar said that the WiFi upgrade has been completed. There are six access points throughout the library and the signal is now stronger and works better. The Town is picking up all costs and the license will provide automatic updates.
 - b. The attic chimney has been resurfaced.
 - c. The clock is broken and needs to be repaired.
 - d. An outside pipe that was leaking and four toilets have been repaired.

5. Ms. Gaspar showed the Trustees the watercolor of the Library. The Trustees were very impressed and loved the detail. Ms. Stankus will try to get it framed for 11/8.
The painting will eventually hang over the hearth in the Trustees Room.
6. Ms. Gaspar told the Trustees that Elizabeth has resigned. Ms. Gaspar has already posted the position which will be for 28 hours and will have benefits.
7. Ms. Gaspar has offered the substitute position to Barbara Duff. She already knows the system as she has previously held a position at a nearby library. The offer is pending her medical exam but Ms. Gaspar is hoping to have her working within a few weeks.
8. Ms. Gaspar stated that she wants to ask for raises for her staff. She said they are all highly educated with all staff having bachelors (4) or masters (4) degrees. She feels that they are very knowledgeable and are highly skilled. Many of the staff are having to repay loans for college and without a raise might consider another job. The Trustees agreed with Ms. Gaspar that raises should be included in the budget.
9. The Town will use Meeting Room A for Early Voting. The voting will take place between October 29 - November 5.
10. Just as a reminder, the Book Sale will be on October 19, 20 and 21.
11. The 10th Anniversary of the new addition is on November 8. A number of ideas have been suggested for a program that will be held from 6-8PM. Ms. Raynard will do a short overview followed by a slide show presented by Ms. Gaspar. The new painting will be unveiled and there will be cheese trays and a cake.
12. Ms. Gaspar updated the Trustees on the digitization of the newspaper. Boxford has agreed to do some more years. That would leave 4 years and 6 months to complete the 1962 - June 2006 set. Topsfield agreed to do half of that and Ms. Gaspar asked the Trustees if they would be willing to cover the cost to complete the last 2 years and 3 months. Cost would be \$3,060.
She also said that the Newsbank would have the newspapers from July 2006 to the present and the library could access them for \$2,000. However, they would not have a permanent copy in the library. The Trustees had a discussion as to whether it would be financially better to pay for access vs. owning. The decision was to pay for copies that provide the library with ownership.

Ms. Moreschi made a motion to use State Aid to digitize the remaining 2 years and 3 months to complete the collection through June 2006. Ms. Raynard seconded the motion and all were in favor.

13. Ms. Gaspar did a follow-up with the Trustees concerning Food Safety. Mr. Fullerton felt that the library was exempt but would get back to her. She also told the Trustees that Stephanie was trained in Food Safety and was willing to go over pertinent information with staff and she reminded everyone that Annie had also received a certificate for completing a workshop on Food Safety.

H. Date for next meeting -The next meeting of the Trustees will be on Tuesday, November 13, 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 Veterans Day.

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

Respectfully Submitted,
Paula Fee, Recording Secretary