



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Tuesday, November 13, 2018**

The meeting of the Flint Public Library Board of Trustees was held on Tuesday, November 13, 2018 in the Trustees' Room of the Flint Public Library, One South Main Street, Middleton MA.

Members Present: Melissa Stankus, Chairperson; Donna Bambury and Anne Noyes

Others Present: Melissa Gaspar, Library Director; Annie Wilton, Friends of the Flint; and Paula Fee, Recording Secretary

A. **Call to Order:** Melissa Stankus called the meeting to order at 7:04 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. Noyes made a motion to accept the minutes from October 15, 2018. Ms. Bambury seconded the motion and all were in favor.*

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

1. Ms. Wilton said that the Friends do not meet until tomorrow evening so she does not have an updated tally of the membership drive or what was made at the book sale. She will have that information next month.

2. Ms. Wilton extended her thanks to everyone who helped with the Book Sale and Cafe. She stated that there were a few areas that needed to be better implemented for future sales. First there needed to be more popular books from donations. This year there were so many books that several truckloads were taken away before the sale because there was no room. Ms. Gaspar emphasized that Book Prospector brought in more money per book.

Second, there needs to be more structure set up for cleaning up and putting books away. Ms. Stankus suggested that elementary school teachers be notified after the sale of the books so they could come over and get free books for their classroom.

Ms. Gaspar stated that the prison took all the paperback books while WIC took most of the children's fiction books. The company that takes the left over books also took all the jig saw puzzles we wanted to give away.

3. Many thanks to all who helped with or came to the 10th Anniversary Program. There were over 65 people in attendance and Ms. Raynard did a wonderful presentation looking at the growth of the library and its accomplishments.

4. Ms. Wilton gave the membership form to Town Hall so that it can be mailed out with the Census Form. Both the Trustees and Friends are very appreciative for the assistance from Town Hall in mailing these forms.

5. Ms. Wilton brought in an example of the fleece jacket/vest that will be purchased for staff. She is also offering the same items for Trustees and Friends. The fleece will be grey and will cost \$32. A donor has volunteered to pay for the vests/jackets for staff. Trustees and Friends must pay for their own. Ms. Wilton will get back to everyone with the details once she has the appropriate logistics.

E. Trustees' Report

1. Ms. Stankus told the Trustees that she had received a notice from the Board of Library Commissioners. She stated that the library will be receiving \$5,823.81 in State Aid. That will be broken down as follows:

- a. Library Incentive Grant \$3,387.32
- b. Municipal Equalization Grant. \$1,407.41
- c. Non Resident Circulation Offset \$1,029.08

The funds should arrive within the next couple of weeks. The money is sent to Town Hall and deposited into a separate library account listed as State Aid. Ms. Stankus stated that the funds come in twice a year and usually are between \$3,000-6,000.

2. Ms. Stankus stated that it was time to begin reviewing policies again. Ms. Gaspar said that she will go through the Policy Book and select a few policies to start the review in January.

F. Treasurer's Report - Ms. Noyes distributed a report on the accounts. She stated that there was not that many changes but highlighted the James Balanced Golden Rainbow Fund. She stated that it is still not making enough money in interest. She wants to keep an eye on it but eventually would like to talk about moving the funds to another account with better interest rates. Ms. Noyes is also concerned that she has not received a statement for the B.F. Emerson Fund. She told Trustees she has not received a statement since last April. She will call the bank to find out when she will be getting a statement.

Director's Report

1. Ms. Gaspar distributed the Circulation Report. She was very pleased as the numbers continue to be higher than last year, (+4,322). Early voting brought in a lot of foot traffic and many individuals who came to vote also checked out books, purchased books from the Book Sale and 4 individuals actually got library cards.

Total attendance was also up over last year, (+7,984).

2. Ms. Gaspar handed out the Budget Report. She said that we were almost at the halfway point for the year, and the budget was well within limits.

3. Ms. Gaspar gave the Trustees copies of the Program Report. Adult Programs (32/392) including, Book Club 1/19, and Book Sale 3/209; Juvenile Programs 40/1042, including Diwali 1/85, STEM for girls 2/25, and 1000 Books before Kindergarten 51. The latter is a new program that got an immediate good response from parents.

4. Ms. Gaspar gave a Building Update and stated that the foundation work was completed, the chimney has been resurfaced, and the hearths re-done. The Trustees took a tour of the attic to see the clock.

5. There is a staff position available. Melissa has posted the position and had three interviews. She says she has at least two more interviews scheduled.

The Substitute Position has been filled. The new staff member is Barbara Duff. She already knows the system and was able to step right into the position.

6. Ms. Gaspar said that Ms. Wilton has already reviewed the highlights of the 10th Anniversary Event that was held on Nov. 8. Ms. Gaspar added her thanks to those that helped and came. The watercolor portrait of the library was unveiled during this program.

7. Ms. Gaspar stated that the Trustees had agreed to cover the cost of framing the library portrait. It is hoped that the Friends might cover the cost of the hanging of that painting and the re-hanging of the pictures of Mr. C. Flint and Mr. S. Fletcher. Ms. Wilton will present the request to the Friends at the meeting tomorrow.

All will be hung in the Trustees Room. Locations for the pictures have been determined and the use of an outside expert will be used to insure they are hung safely and correctly.

8. Neighbors in Need is getting into full swing.

9. Ms. Gaspar said the staff has taken a team approach on getting news out to the public. As an example, Jessica is posting on Facebook and Stephanie is overseeing the website and doing articles for the TriTown.

G. Next Meeting: The next meeting of the Trustees will be on Monday, December 10, 2018 at 7pm in the Trustees Room of the Flint Public Library.

H. Adjournment- With no other business, Ms. Stankus adjourned the meeting without a vote at 8:12pm

Respectfully Submitted,

Paula Fee, Recording Secretary