



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

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

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

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 7:06 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 November 13, 2018 as corrected. Ms. Noyes seconded the motion and all were in favor.*

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

1. Ms. Wilton said the Friends don't meet until this upcoming Wednesday. Therefore, she does not have updated figures for the Annual Membership. The most recent figure is from November 14, at \$10,555. This is approximately \$600 more than last year at that time.
2. Ms. Wilton explained that she had heard that Cummings Property offered local grants so she recently went to Beverly to inquire about the program. A spokeswoman for Cummings indicated that grants were given when an employee agreed to be a sponsor. Annie received a notification stating the company had located a sponsor and that the Friends would be given a \$1,000 grant.
3. Ms. Wilton also heard from the Institution for Savings. The Friends received the grant for the Teen Tech Zone in the amount of \$4,800. The money will be used for four computers with headphones and a long table and chairs. Ms. Gaspar will seek input from Mr. Fullerton to ensure the computers are compatible with what the town is getting. Publicity and photos will be done once everything is completed and in place.

4. Ms. Wilton told the Trustees that the Friends voted to increase the Program Budget as funds were almost completely used. The increased funds should keep activities going through this fiscal year and the Friends will revisit and review the budget in early summer on 2019. Annie stated that the output for this year would be more than what they took in but there was enough in the bank to cover the increase and the Friends want to keep the enthusiasm at the library at the current high level.
5. The Curvey's sent their annual donation to the library. They increased the amount to \$3,000 this year. The Trustees all signed a Thank You card for the Curvey's for their generous donation.
6. Finally, Ms. Wilton reminded the Trustees to watch for the Annual Campaign form that will be arriving with the Town Census.

E. Trustees' Report

1. Ms. Stankus pointed out the paintings that were recently hung and the Trustees all liked the new picture of the library and the placement of the two portraits. Ms. Gaspar was very grateful to both the Trustees and the Friends for all they did to ensure the completion of this project.
2. Ms. Stankus stated that she wanted to start reviewing policies in January. She and Ms. Gaspar will meet and select several for review.
3. The Trustees had previously approved the expenditure from the Malone Fund to purchase books. Several were on backorder and Ms. Gaspar needs a check to cover the cost of the books that have recently arrived.
4. Trustees discussed the possibility of having a Middleton Great American Read. Ideas included discussing with various town leaders about their favorite book and setting up a town vote on favorite book.

- F. Treasurer's Report** - Ms. Noyes distributed a report on the accounts. She stated that there were not that many changes but highlighted that she was still not receiving a paper statement for the B.F. Emerson Fund. She told Trustees she has not received a statement since last April. She recently called the bank and got an updated balance. She then asked the Trustees permission to set up online access to the account and the Trustees agreed that this was important to do. Ms. Noyes then discussed the James Balanced Golden Rainbow Fund which is still not earning enough interest. She will keep an eye on it and in late spring or early summer will talk about the possibility of moving the funds to another account with better interest rates.

Director's Report

1. Ms. Gaspar distributed the Circulation Report. She was very pleased as the numbers continue to be higher than last year, (+4,929). Total attendance was also up over last year, (+3,687). YTD there have been 303 programs with 6,573 in attendance far exceeding last year's figures of 195/5,407.
2. Ms. Gaspar gave the Trustees copies of the Program Report. Included in the report were Adult Programs (37/541) including the Turkey Trot (210); Juvenile Programs (26/633), including Toddler Time (7/249), and Creative Kids (58). There were also 31 meetings with 630 participants.
3. Ms. Gaspar handed out the Budget Report. She said that there were no problems with the line items as everything was well within limits.

4. The Trustees took a short break to go into the attic to observe the clock.

5. Ms. Gaspar gave a Building Report. She said that she was still waiting for the panic buttons and hoped that they would be installed soon. She also said that they were using a lot of fuel as it has been so cold during the fall and winter but there is still more than half of that budget line left.

6. Ms. Gaspar distributed the Calendar for 2019. She stated that the library would be open the day after Thanksgiving. This was a change from last year and the staff supported the idea.

Overall about half the libraries in the MVLC are open that day. She also stated that as a result of the school calendar, summer hours would only be in July and August.

Trustees requested that 'Winter Hours' be changed to 'Regular Hours'.

Ms. Raynard made a motion to accept the 2019 Calendar with approved corrections. Ms. Noyes seconded the motion and all were in favor.

7. There is a new staff member. Her name is Felicia Gminski. She came into the meeting and introductions were made. Felicia will work as the assistant in the Children's Room and she will oversee the calendar.

8. The Winter Festival was a big success. The meeting room was not large enough to handle the capacity crowd.

F. **Next Meeting:** The next meeting of the Trustees will be on Monday, January 14, 2019 at 7pm in the Trustees Room of the Flint Public Library.

G. **Adjournment-** With no other business, Ms. Stankus adjourned the meeting without a vote at 8:46pm

Respectfully Submitted,

Paula Fee, Recording