



**Minutes of the Meeting  
The Flint Public Library  
Board of Trustees  
Monday, February 11, 2019**

The meeting of the Flint Public Library Board of Trustees was held on Monday, February 11, 2019 in the Trustees' Room of the Flint Public Library, One South Main Street, Middleton MA.

**Members Present:** Melissa Stankus, Chairperson; Donna Bambury, Gretchen Moreschi, and Ann Noyes.

**Others Present:** Melissa Gaspar, Library Director; and Paula Fee, Recording Secretary

A. **Call to Order:** Melissa Stankus called the meeting to order at 7:04pm.

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

C. **Approval of Minutes:** The Trustees reviewed the minutes and tabled the vote until the March meeting.

**D. Friends of the Flint (Melissa Gaspar)**

1. Ms. Gaspar filled in for Ms. Wilton who was unable to attend.
2. Ms. Gaspar said the Friends did not meet in January due to a lack of a quorum and the next meeting is Wednesday, February 13. Therefore, she does not have updated figures for the Annual Membership Campaign.
3. Ms. Gaspar stated that Ms. Wilton did mention that there are both more and higher donations this year.

**E. Trustees' Report**

1. Ms. Stankus stated that she is running for re-election and she has left papers at the circulation desk.
2. Ms. Stankus said she would like the Trustees to review three library policies.
  - a. No Smoking Policy (#13) - The Trustees discussed this policy and were in agreement that this policy should be rewritten to include the grounds of the library. A possible policy statement is 'The Flint Public Library and its ground are smoke and vaping free.' However, the Trustees agreed to table the vote to give Ms. Gaspar time to review state law.
  - b. The Purpose for Written Policies (#8) - The Trustees discussed whether this policy was necessary. One suggested possibility Was to make this statement an introduction to the

policy book. In the end, *Ms. Bambury made a motion to eliminate Policy 8. Ms. Noyes seconded the motion and all were in favor.*

c. Policy for the Distribution of Free Literature (Policy #11) - The Trustees discussed changes and corrections to this policy. There were a number of issues including selling of products in the Library and who would approve sales. With a number of changes needed, it was decided to rewrite sections of the policy and table a vote until next meeting.

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

1. Ms. Noyes asked whether taxes needed to be filed for the Trustee accounts. No one knew because it appears to be a gray area. Ms. Noyes said she will look into it and get back to everyone at the next meeting.

2. Ms. Noyes told the Trustees that she had received a letter from Masconomet asking if the Trustees would be giving their annual \$500 scholarship. Without hesitation, *Ms. Bambury made a motion to give the Annual Scholarship for \$500. Ms. Moreschi seconded the motion and all were in favor.* Ms. Noyes said she would notify the school by February 15.

3. Ms. Noyes handed out the Report on Accounts. The report was in more detail and broke down the checking account so that it was more understandable. The Trustees were grateful for Ms. Noyes hard work.

4. There was a review of the James Balance Golden Rainbow Fund as it is now losing money and is down to \$4,867.63. Ms. Noyes will look into possible other funds to move the money and discuss this account at the next meeting.

5. The Emerson Fund will mature in June. A decision will have to be made as to where that money will be placed.

#### **Director's Report**

1. Ms. Gaspar distributed the Circulation Report. She was very pleased as the numbers continue to be much higher than last year, (+7,872). Total attendance was also up over last year, (4,356+). YTD there have been 432 programs with 9,164 in attendance far exceeding last year's figures of 274/7,102. Trustees were particularly pleased with juvenile fiction numbers and Ms. Gaspar noted that she does not remember a January that had circulation numbers over 7,000.

2. Ms. Gaspar gave the Trustees copies of the Program Report. Included in the report were Adult Programs (38/310) including the Henna Workshop (23); Juvenile Programs (33/880), including Toddler Time (8/236), and Creative Kids (88). There were also 28 meetings with 227 participants.

Trustees also discussed the possibility of expansion of the Old Time Jazz program and Ukulele lessons.

3. Ms. Gaspar handed out the Budget Report. She said that there were no problems with the line items as everything was within limits. She highlighted that there was still \$105,000 in State Aid.

4. As part of the Building Report, the Trustees asked about repairs. Ms. Gaspar stated the cornerstone cannot be fixed until Spring as it can't be done in cold weather. The business that was putting in the panic buttons was just two men. One recently died. The other partner is trying to keep up with the work. She believes he will get to it shortly. The lights need to be repaired and she has yet to get a quote. The cost should be about \$1000 if it is similar to other repairs.

With those repairs that line item will be running low but the town has been good in allowing her to move money from other line items when needed.

5. Ms. Gaspar said that the Finance Committee Meeting has been cancelled for tomorrow due to the inclement weather.

6. Office 365 is a platform that the staff has been using for email, saving to the cloud, etc. However, there were other aspects of the software that staff were not using. Staff recently had a training on Office 365 and learned how to use some of the other aspects. The MVLC held the training at the Flint.

7. The Volunteer Luncheon will be held on Wednesday March 20 at 12:30.

8. The joint Trustee/Staff breakfast will be on Friday March 22 at 8:30.

9. Ms. Gaspar told the staff that she would like to use another aspect of the Plymouth Rock System which would allow Middleton residents to sign up for library passes on line. In addition staff can use the system to ensure passes are reserved for individuals who call into the library. This is part of the current system but comes with an additional cost - a recurring fee of \$425. The Trustees liked this idea. Thoughts were that the cost might come from State Aid or from the Friends. Ms. Gaspar will present this to the Friends at their next meeting.

10. Ms. Gaspar has been working with the Post Office and it appears that mail will finally be delivered to the library and not to a post office box.

11. On February 27, Ms. Gaspar will participate in a Gate House Media podcast on libraries. There will be five other library directors participating in the podcast.

12. The Library Legislative Breakfast will be held on Friday in Tewksbury.

F. **Next Meeting:** The next meeting of the Trustees will be on Monday, March 11, 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 8:32pm

Respectfully Submitted,

Paula Fee, Recording