



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, April 8, 2019**

The meeting of the Flint Public Library Board of Trustees was held on Monday, April 8, 2019 in the Trustees' Room of the Flint Public Library, One South Main Street, Middleton, MA.

Members Present: Melissa Stankus, Donna Bambury, Gretchen Moreschi, Ann Noyes, and Shirley Raynard

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

A. Call to Order: Ms. Stankus called the meeting to order at 7:10 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, as corrected, from March 11, 2018. Ms. Raynard seconded the motion and all were in favor.*

D. Friends of the Flint (Ms. Gaspar for Ms. Wilton)

1. As of March 12, the balance of the Friends Annual Campaign is \$9,030. Ms. Gaspar stated that this was about \$800 more than the same period last year.
2. The Campaign funds have been transferred to Fidelity Investments with a connecting checking account from North Shore Bank. The goal is to generate more income and preserve the amount of funds over a longer period of time.
3. The Holiday Tree will be fertilized twice a year - Spring and Fall. This will reduce shedding and increase growth. The issue is with the soil. There are no bugs.
4. The Volunteer Luncheon was a great success. A big thank you to all who helped and attended.
5. The Friends next meeting will be on Wednesday April 10.

E. Trustees' Report (Ms. Stankus)

Two policies were reviewed at tonight's meeting:

Policy #26 - Emergency Closings Policy

It was stated that there were no changes made to the policy. After a brief discussion, the Trustees felt that the policy was fine as is and did not need any changes. ***Ms. Moreschi made a motion to renew and recertify Policy #26. Ms. Noyes seconded the motion and all were in favor.***

Policy #42 - E-Readers Policy

Ms. Gaspar noted that e-readers haven't been checked out in over five years as they are outdated. She would like to get rid of the e-readers. After a short discussion the Trustees went along with Ms. Gaspar's recommendation to remove this policy as it will no longer be needed. ***Ms. Bambury made a motion to remove Policy #42. Ms. Noyes seconded the motion and all were in favor.***

F. Treasurer's Report (Ms. Noyes)

1. Ms. Noyes distributed copies of the Treasurer's Report. She highlighted the more important figures in the report.

2. Ms. Noyes told the Trustees that she spoke with Mr. Tom D'Arcangelo from Edward Jones Investments. They discussed investing a portion of the current funds into a growth account. Mr. D'Arcangelo dropped off a risk survey and some samples but Ms. Noyes did not have time to review the material. Trustees had a lengthy discussion on risk levels, amount of funds to be invested, diversification and how much money should be in the low interest checking account. The Trustees agreed that it would be helpful for Mr. D'Arcangelo to come to the May meeting and Ms. Noyes said she would ask him.

3. Masconomet sent a list of all students who applied for the Trustee scholarship. Ms. Gaspar stated that she identified students who have a library card, who have volunteered or who have worked at the library and returned those names to the school.

G. Director's Report (Ms. Gaspar)

1. Ms. Gaspar distributed the Circulation Report. She was very happy to tell the Trustees that the Library was very active and is 10,100 items ahead of last year. Specifically, they reached 7,227 for the month of March. Reaching a 7,000 figure can be reached during the summer when students are doing their summer reading but is very unusual for March. Ms. Gaspar also noted that there were 95 programs with 1,681 participants for March. This was higher than both February that had a school vacation week (71/1505) and last March (55/1064).

2. Ms. Gaspar stated that the Volunteer Luncheon was on Wed. March 20th. She stated that it was very successful. She let Trustees know that she used state aid to pay for the luncheon. Ms. Stankus said volunteers were thankful for the opportunity to volunteer. Ms. Noyes asked what services the volunteers performed. Ms. Gaspar stated that they do many activities from organizing the Book Sale and archiving newspaper articles. They also now make their own coffee.

3. Ms. Gaspar thanked everyone for the Staff and Trustee Breakfast that was held on Friday, March 22. She especially liked the activity that Ms. Noyes suggested that allowed the staff and Trustees to interact and get to know each other better.

4. Ms. Gaspar handed out the Budget Report and stated that things were in good shape. There is still a lot of money in the fuel budget line but any extra will not be reallocated until at least late May because of the unpredictability of the weather.

5. Ms. Gaspar gave an update on the building. She said that after one of the wind storms a six-foot piece of copper that was on the roof fell onto the lawn. There were several other issues with the roof so Ms. Gaspar contacted a contractor to make the necessary repairs. The contractor came that day and gave an estimate and came the following week to repair it. The work took three days.

She also let the insurance company know about what happened and they sent a check for \$4,800. There was a deductible of \$2,500.

In addition, the cornerstone was repaired the following week for \$3,500. Since the Trustees had given the ok, Ms. Gaspar submitted the bill to the State Aid account.

6. Ms. Gaspar gave Ms. Stankus the letter that announced the State Aid check had arrived in the amount of \$5,952. The total given to Middleton for FY19 was \$11,776 which is the most in the past eight years.

7. Ms. Gaspar distributed the Program Report for March. The Trustees discussed a number of programs including the poetry contest, Friday Flicks, Rockabye Beats which is a multi-language program geared for preschoolers and Northbound: Nordic-A-Capella. The last program was so well received that there was a discussion to have the group return for a program in early December.

8. Ms. Gaspar told the Trustees that the Selectmen and Fin Com unanimously voted to give the 4% over 2% salary increase this year and a 3% over whatever cost of living % is allowed next year. They also added \$100 to professional training. This budget will need to be voted on at town meeting. The library budget will be the usual line in the omnibus budget. The new total budget requested for FY20 is \$566,658.

9. Ms. Gaspar told the Trustees she has almost completed the staff reviews. She has 15 completed and hopes to finish the remaining two reviews this week. Ms. Stankus stated that she has most of the paperwork collected to complete Ms. Gaspar's review.

10. The Town Meeting will be on Tuesday, May 14 at 7pm at the Howe-Manning School.

11. Ms. Gaspar has requested to get the Tix Keeper software so that library patrons have access to see which museum passes are available and will also be able to reserve the passes. The cost for the first and second year for Tix Keeper is \$425/year. Ms. Gaspar said that starting the third year she will be able to put it in the contractual line. The Friends were asked if they would cover the cost but Ms. Gaspar received a negative response because of the number of other requests for funds. The Friends stated they would pay for half if the Trustees would pay for half. After a lengthy discussion, the Trustees felt that the Tix Keeper was important to have, however, they asked Ms. Gaspar to approach the Friends and see if they would be willing to pay for it all. Any final determination was put on hold until the Friends make their decision.

12. The Trustees had a lengthy discussion on an idea to initiate an educational stipend for staff. All Trustees looked at this as being very important, meaningful and an investment in the library. There were a number of ideas including the size of the stipend, whether State Aid, Trustees funds or a combination could be used, and what type of education pursuits would qualify.

Ms. Moreschi stated that she would look into what would be considered a meaningful stipend and bring back that information to the other Trustees at the next meeting.

H. Next Meeting: The next meeting of the Trustees will be on Monday, May 13, 2019 at 7:00 PM in the Trustees Room of the Flint Public Library

I. Adjournment: With no further business, Ms. Stankus adjourned the meeting at 8:41 PM

Respectfully Submitted,

Paula Fee, Recording Secretary