



## **The Flint Public Library Board of Trustees**

Monday, May 13, 2019 7pm

One South Main Street, Middleton, MA 01949

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

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

**Member Absent:** Gretchen Moreschi

**Others Present:** Melissa Gaspar, Library Director; Leanna Harris, Recording Secretary

### **A. Call to Order**

Melissa Stankus, Chairperson began the meeting at **7:02pm**.

### **B. Signing of Bills**

The bills were signed by the Trustees present and were returned to Ms. Gaspar for processing.

### **C. Approval of Minutes for Monday, April 8, 2019 meeting**

**MOTION:** Ms. Bambury moved to approve the April 8, 2019 meeting minutes with revisions to Pages 3 and 4 as discussed.

Ms. Raynard seconded the Motion.

All in favor.

**Motion carries.**

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

In Ms. Wilton's absence, Ms. Gaspar read the Friend's report. The current annual membership is at \$9,750 not including the \$620 raised by BTone Fitness at their opening fundraiser. The Friends will collect for the Middleton Pantry for the summer and they will put the shopping cart out. Chief Will's Day is June 22<sup>nd</sup> and Big Vehicle night will be Thursday, August 1<sup>st</sup>.

### **E. Trustees' Report – Review policies #9 Rules of Conduct and #20 Audio Visual Materials**

The Trustees discussed and reviewed the policies.

Review policies #20 Audio Visual: Ms. Stankus stated they didn't have any changes or suggestions regarding policy #20 Audio Visual Materials. Ms. Gaspar stated she will make the fonts and styling more uniform.

**MOTION:** Ms. Bambury moved to pass Policy 20 on May 13, 2019 as written.  
Second by Ms. Noyes.  
All in favor.  
**Motion carries.**

Due to a change made after the Agenda was posted the Board reviewed the policy regarding printing, copying and faxing instead of Policy #20. Ms. Stankus asked if there were any changes or updates. Ms. Gaspar stated for uniformity there shouldn't be a space after Faxing and the font should be changed. The Board discussed adding a line at the end of the policy pertaining to revenues generated by printing, copying and faxing.

**MOTION:** Donna moved to amend the policy as discussed.  
Second by Shirley.  
All in favor.  
**Motion carries.**

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

Ms. Noyes provided a 'Risk Tolerance Questionnaire' for the Trustees to complete and return to her in the next couple of weeks.

Ms. Noyes stated the monthly report shows the Trustees checking account earns a little bit each month. The James Balanced Fund is at \$4,867.63. The Emerson Fund at Northshore Bank is maturing on June 5<sup>th</sup>. There is a grace period but they need to determine what they want to do with that money. Northshore Bank has a number of CD options but they shouldn't make a decision today because the rates could change by the maturity date.

**MOTION:** Ms. Raynard moved the Treasurer to choose a CD with a minimum interest rate of 2%. Second by Ms. Bambury.  
All in favor.  
**Motion carries.**

Ms. Noyes stated it would be good to do something with the money in the Trustee's checking account to earn more money. Ms. Gaspar stated they can do what they want to do with more than half of it. Ms. Noyes stated she will check with Tom and get his opinion.

The Trustees discussed receiving a quarterly Treasurer's report going forward.

#### **G. Director's Report**

- **Presentation of Circulation and Budget Reports:** Ms. Gaspar distributed to the Board the statistics sheet and stated they are ahead of where they were last year. There are almost 6,000 more people coming into the library than last year. Ms. Gaspar stated her staff is passionate, creative and dedicated.

Ms. Gaspar provided a list of all the programs they had during the month of April and also a list of budget items and stated they really need more money in their building maintenance/repair line. There is a lot of money left over in the fuel account and she inquired about using it towards building maintenance/repairs.

- **Building update:** Ms. Gaspar stated Memorial Day weekend is usually when they have the rugs cleaned. The price has gone up and it will be \$3,000. Ms. Gaspar asked if the Trustees would be able to pay that bill in June from State aid. Ms. Stankus stated they discussed this before and they don't want to use State aid for repetitive things. Ms. Stankus stated if this is something that needs to be done yearly, it should be put into the budget. There is still a significant amount of money in some of the line items.
- **April 4, Joint Budget meeting approved 4% raise FY20 and 3% raise FY21!!!**  
Ms. Gaspar stated tomorrow is the Town meeting and she focused on staff raises this year. Hopefully all budgets will be approved.
- **Children's Book Week promos and pop up Story Time at Sol Beans:** Ms. Gaspar stated it was a big success as was the pop up story time at Sol Bean. Every Monday they offer rotating programs.
- **Museum Software \$425 request:** Ms. Gaspar stated the Friends will pay for half if the Trustees will pay for half. This is a yearly request that the staff really needs, it streamlines everything. There are very few libraries that do not have this program. Ms. Gaspar stated she is going to wait and see if there is enough money leftover in the budget to pay for it. If not, the Trustees agreed they will pay for it. Ms. Stankus stated going forward they will put that in the budget.
- **Summer Reading Programs and The Great Middleton Read!!!**  
Ms. Gaspar stated Kayla, the Masco intern, will take a picture of each of the Trustees with their favorite book. It can be fiction, non-fiction or children's, etc.

Ms. Gaspar requested the Trustees consider a \$1,000 per student per year stipend for staff enrolled in a Master's program. The Board discussed safe guards and parameters. Ms. Stankus suggested tabling this issue until Ms. Moreschi is present and the Trustees agreed. Ms. Noyes requested this topic on next month's Agenda.

Ms. Gaspar thanked everyone for their input on her review and stated she is very grateful for everyone who took the time to provide feedback.

**H. Next Meeting:** The next meeting of the Trustees will be on Monday, June 10, 2019 at 7pm in the Trustees Room of the Flint Public Library.

**I. Adjournment:** With no other business, Ms. Stankus adjourned the meeting without a vote at **8:38pm.**

Respectfully Submitted,

Leanna Harris  
Recording Secretary