

**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Tuesday, November 12, 2019**

The meeting of the Flint Public Library Board of Trustees was held on Tuesday, November 12, 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 Shirley Raynard.

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

- A. **Call to Order:** Ms. Stankus called the meeting to order at 7:07pm.
- 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 of September 9, 2019. Ms. Raynard seconded the motion and all were in favor.*
- D. **Friends of the Flint**
 1. Ms. Wilton stated that the date of the next meeting is Wednesday, November 13 so the current Annual Campaign Fund total of \$10,450 is from October. This is about \$200 over last year at this time.
 2. Ms. Wilton sent out the reminder post cards and an additional \$600 plus has been received. Ms. Wilton hoped this was an indication that the Annual Campaign Fund could reach \$12,000 for the year.
 3. Ms. Wilton was very pleased to announce that the Friends had made \$7,000 on their Fidelity account of \$54,000 since April.
 4. Justin (Adult) and Jessica (Children) presented budgets for programs for the year to the Friends. The Friends approved the budgets with the caveat that they come back to the Friends if they run short on funds or want to have additional programs.
 5. Ms. Wilton stated that a number of gift cards were received for the Summer Reading Program. It was decided that the Friends would need to track these donations so that they could be acknowledged and accounted for, for tax purposes. As a result, the Friends will add a value column to their spread sheet.
 6. The Holiday Tree will be fertilized again this Fall.
 7. Doug Earp will do a Fall Clean-up and extensive pruning.
 8. Ms. Wilton said an estimated \$880 was made at the Book Sale. The exact figure will be determined by the next Friends' Meeting. It was mentioned that no post cards were sent out to remind Friends of the Book Sale. Ms. Wilton said that next year she will send a Constant Contact message.
 9. The Friends are working on the membership form that will be mailed with the Town Census.

E. Trustees' Report

1. The Trustees had a lengthy discussion on educational stipends for library employees. Included in the discussion was acceptable educational courses, which employees would be eligible, source of funds, how much money would be available each fiscal year, mechanism to distribute funds, the application and the application process. Trustees will come back to the next meeting with other ideas and Ms. Gaspar will have possible drafts of a policy and application.
2. Ms. Gaspar started the discussion on reviewing *Meeting Room Policy (#10)*. The Trustees reviewed the policy for some time and felt that they should go into Executive Session.
3. ***Ms. Raynard made a motion to go into Executive Session to discuss issues concerning the Meeting Room Policy. Ms. Moreschi seconded the motion and all were in favor.*** The Board moved into Executive Session to discuss a specific use of meeting room request and there was unanimous agreement that previous damage and safety issues should prevent future use of the room by one group.
4. ***Ms. Bambury made a motion to end the Executive Session. Ms. Raynard seconded the motion and all were in favor.***
5. The Trustees continued discussing issues about the policy and unanimously agreed that they need to further evaluate this policy and Policy #22 at the next meeting.
6. **Treasurer's Report** (given by Ms. Stankus).

1. Ms. Stankus stated that the James Balanced Golden Rainbow Fund was finally closed. The funds from this account had been placed into the Trustees account and then moved into a 9-month CD.

G. Director's Report

1. Ms. Gaspar stated that circulation and attendance numbers are still very good. For October, circulation was +506 and although the attendance was down by 203, it was most likely a result of the early voting that took place in the library last year. The numbers included
378 at Toddler Time and 2,742 juvenile books checked out.
2. Ms. Gaspar said the budget was well within parameters for the fiscal year.
4. Ms. Gaspar gave an update on the building and stated that she is still waiting for a quote to do the floor. Ms. Wilton said she would go by the flooring business and work on getting the quote.
5. Ms. Gaspar told the Trustees that there would be a glitch in the attendance numbers as she was just informed that passive programs can not be counted. This means participants in activities like the kindness leaves or candy count will not be included in the program statistic totals.
6. Ms. Gaspar told the Trustees that the Community Read did not attract as much interest as The Life is Good
Tri-town Community Read but more people attended programs in Middleton than other towns.

7. Melissa attended a Town training on a new budget system - Clear Government- which will result
in more open government
8. Ms. Gaspar told the Trustees that Stacey Zubiell is a new member of library staff. She will be FT (30hrs). Her responsibilities will include outreach, video and tech support, and both circulation desks. She has an undergraduate degree and has worked both in a high school and college library.
9. Ms. Gaspar updated the Trustees on the Book Sale and Pumpkin Festival saying they both went well and that all the light-up bracelets were handed out at the Festival.
10. Ms. Gaspar stated that Felicia has some ideas for programs for tweens. She will present a budget to the Friends tomorrow.
11. Ms. Gaspar presented the idea that she would eventually like to digitize more Masconomet yearbooks.

H. **Next Meeting:** The next meeting of the Trustees will be on Monday, December 9, 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 8:55pm

Respectfully Submitted,

Paula Fee, Recording Secretary