



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday January 13, 2020**

The meeting of the Flint Public Library Board of Trustees was held on Monday, January 13, 2020 in the Trustees' Room of the Flint Public Library, One South Main Street, Middleton MA.

Members Present: Donna Bambury, Gretchen Moreschi, Anne Noyes, and Shirley Raynard (arrived at 7:30).

Members Absent: Melissa Stankus

Others Present: Melissa Gaspar, Library Director; Annie Wilton, Friends of the Flint; and Cortney B. Dalen, Recording Secretary.

A. Call to Order: D. Bambury called the meeting to order at 7:20 p.m.

B. Signing of Bills: Bills were signed by the Trustees present and were returned to M. Gaspar for processing.

C. Approval of Minutes: *G. Moreschi motioned to accept the Minutes of December 9, 2019, as amended. Seconded by A. Noyes. Motion approved 3-0-0.*

D. Friends of the Flint

A. Wilton, Friends of the Flint liaison, updated the Trustees on Friends of the Flint business. Reported that the annual income for the Friends of the Flint (including annual campaign funds, Curvey money, booksale/book prospector, and Amazon Smile) was over \$15,000. A. Wilton reminded the Trustees to look for the 2020 Friends of the Flint membership form in the 2020 census. 'Love your Library' will be happening in February with gifts to the library staff. Jar guessing game will also be happening in February. M. Gaspar thanked the Friends for the new floor behind the Children's Room circulation desk and for the tweens after school program.

E. Trustees' Report

Discussion of Education Stipend for Library Employees and Education Stipend

Application - Trustees discussed the Stipend Policy distributed by M. Gaspar. After discussion with the Town Treasurer, M. Gaspar suggested changing the Policy to have the employee pay upfront, submit receipt to the Town and then get reimbursed from the Town. M. Gaspar thinks the Policy would be acceptable to the staff. A. Noyes suggested making the Policy retroactive for 2019. Trustees discussed doing an appropriation of funds every six months instead of once a year.

Trustees changed the language of Policy as follows:

Funding paragraph, sentence one to ‘The amount of education stipends will be voted on twice per year by the Board of Library Trustees and based on the grants already received from State Aid.’

Funding paragraph, sentence three to ‘Any unused funds at the end of the fiscal year can be used for other library needs with the approval of the Trustees.’

Application Process, Second bullet ‘Applications will be accepted on a rolling basis and must be submitted within one year of course completion.’

Application Process, Sixth bullet ‘Stipends will be disbursed directly to the employee.’

G. Moreschi motioned to amend and accept the Policy with the stated changes. Seconded by S. Raynard. Motion passed 4-0-0.

Approval of the 2020 Yearly Calendar of the Library Closed Dates - M. Gaspar reported that the only difference to the 2020 Calendar is Flint being closed July 3 through July 6. G. Moreschi requested the Library remind patrons of the Fourth of July closure well before Fourth of July weekend. *G. Moreschi motioned to approve the 2020 Calendar. Seconded by S. Raynard. Motion passed 4-0-0.*

F. Treasurer's Report

A. Noyes handed out the Treasurer’s Report with account balances for the various Trustees’ North Shore Bank accounts. Checking Account and 9-Month CD balance is \$76,700.04. *S. Raynard motioned to award the Trustees of the Flint Public Library Masconomet Regional School District Scholarship Fund the amount of \$500.00. Seconded by G. Moreschi. Motion passed 4-0-0.*

G. Director's Report

Presentation of Circulation and Budget Reports - Circulation numbers are still growing and tracking above last year. Total circulation year to date for FY20 is 38,956. Total attendance year to date for FY20 was 28,982.

FY21 Library Budget - M. Gaspar reported the current budget is going well. Shared FY21 budget with the Trustees. Mostly level funded. Went over the supplemental budget with the Trustees. M. Gaspar shared information with the Trustees regarding the MBLC’s request for an increase in State Aid to Public Libraries Program.

Building Update - Nothing reported.

Library Programs - M. Gaspar handed out December Program numbers.

Staff Changes - M. Gaspar reported that an adult circulation staff member has tendered her resignation. Job has been posted and three interviews have been scheduled for the position.

Staff CPR & AED Refresher Course January 31 9:00 - 12:00 at Flint - M. Gaspar reminded the Trustees of the upcoming CPR and AED refresher course.

H. Next Meeting: The next meeting of the Trustees will be on Monday February 10, 2020 at 7:00 p.m. in the Trustees Room of the Flint Public Library.

I. Adjournment: *S. Raynard motioned to adjourn at 9:03 p.m. Seconded by G. Moreschi. Motion passed 4-0-0.*

Respectfully Submitted,

Cortney B. Dalen
Recording Secretary

As per the Open Meeting Law, listed below are the documents either distributed to the Trustees before the meeting or at the meeting:

1. Agenda
2. Preliminary Minutes of December 9, 2019
3. Treasurer's Report
4. December Program Numbers
5. FY21 Budget Materials (Proposed Budget and Supplemental materials)
6. Circulation Numbers
7. MBLC Request for Local Aid for Public Libraries
8. Education Stipend Policy
9. Education Stipend Application
10. Library Calendar 2020