



**Permanent Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday December 9, 2019**

The meeting of the Flint Public Library Board of Trustees was held on Monday , December 9, 2019 in the Trustees' Room of the Flint Public Library, One South Main Street, Middleton MA.

Members Present: Melissa Stankus, Chairperson; Gretchen Moreschi, Anne Noyes and Shirley Raynard.

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

A. **Call to Order:** Ms. Stankus called the meeting to order 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:** *Ms. Moreschi made a motion to accept the minutes of November 12, 2019. Ms. Raynard seconded the motion and all were in favor.*

D. Friends of the Flint

1. Ms. Wilton stated that as of November 12, the current Annual Campaign Fund total is \$10,825. This is approximately \$400 above last year at this time.
2. Ms. Wilton said that the Friends made \$899.17 at the Book Sale. She said that next year she would send out a Constant Contact as a book sale reminder. She also wanted to thank all those that assisted in the book sale.
3. Ms. Wilton stated that post card reminders have resulted in bringing in **\$825** to date.
4. Ms. Wilton told the Trustees about the Membership Form that is mailed with the Town census. It has been reviewed and updated by the Friends.
5. Ms. Wilton also stated that the Friends have purchased passes for both Curiosity City, a program in Peabody for young children and for the House of Seven Gables.
6. The Friends will be funding a program set up by Felicia, the Tween Librarian. She has developed an after school program with a schedule, rules, activities, speakers and time for homework. She has requested funds to cover the cost of bean bag chairs and supplies.
7. Ms. Wilton said that Bruce Tarr and 104.9 will be having their Annual Christmas Program at the library on December 10.

E. Trustees' Report

1. Ms. Gaspar started the discussion explaining about her search for a staff education stipend policy. Several libraries have stipends but do not have a policy. She then did a Google search and was able to find a policy used on the college level which she handed out to the Trustees to review. There were numerous points discussed including: source of funds (state aid), amount available (\$5,000), who/when would be able to apply, requirements (passing grade, must remain employed at the Flint through the length of the course), and funds going directly to the institution and not the employee. Ms. Gaspar and Ms. Stankus will meet prior to the next meeting and at that time the Trustees hope to put together an approved policy.
2. Ms. Gaspar started the discussion on reviewing *Meeting Room Policy (#10)*. Ms. Gaspar and the Trustees spent some time discussing differences in the various groups that use the building space. It was felt that a small business that comes into the library and offers their services (ie dance lessons) is different from a small business that comes in and just asks to use the space. In addition, groups that come in and cause damage or do not clean up after their program can be denied use of library space. In addition, first preference is given to library programs, then town government meetings and finally nonprofits and community groups. Trustees will complete reviewing the policy at the January meeting.

F. Treasurer's Report

1. Ms. Noyes handed out the Treasurer's Report.
2. Ms. Noyes reminded the Trustees that the James Golden Rainbow Fund has been closed. Therefore that line has been zeroed out and the money was moved into the Masconomet Scholarship account.
3. The Trustee 9 month CD has earned \$201.29 bringing the total in the account to \$50,201.29.
4. Ms Noyes gave details of the checking account and CD. She broke out the different funds, the YTD interest and balances of each fund.
5. Ms. Noyes said that the B F Emerson Fund CD will be renewing in April. She pointed out that it would be unlikely that they can find as high a rate when they renew.
6. There was a brief discussion on how money is allowed to be used from each fund.

G. Director's Report

1. Ms. Gaspar stated that circulation and attendance numbers are still very good. For November, circulation was +480 and the attendance was down a bit at -280, most likely because there was no early voting this year. The numbers included 340 at the Turkey Trot and 1528 ebooks. There was also 36 meetings with 373 participants
2. Ms. Gaspar stated the budget line for supplies was low because this year they needed to purchase 1000 library cards.
3. The latest State Aid has arrived. (\$6,587.10). This brings the total in that line to \$110,695.35. Because of the continued state aid totals, MVLC dues have not increased for four years. The rest of the line items are fine and Ms. Gaspar promised to get

information on several small questions in the budget set-up.

In addition, the Equipment and Repair line has the funds for the high speed internet.

4. Ms. Gaspar gave an update on the building. She explained her concern that the water bill was about 8 times higher than usual. After over two weeks of working with Danvers, the DPW and the Water Commissioner and determined that there was a problem within the building, most likely a stuck valve that appears to have repaired itself. Ms. Gaspar will continue to watch it closely.

There was also a lot of electrical work done this past month.

Ms. Gaspar also told the Trustees the floor had been installed at the Circulation Desk in the Children's Room. She will have to have the installers return to properly cut out the floor around the plate covers.

5. Ms. Gaspar told the Trustees that the Turkey Trot was held on Thanksgiving morning. There were 330 runners, and at least 10 officials. The library bathroom and meeting rooms were open for the race. She said the group was very good, caused no problems, cleaned up everything and gave a gift card to the custodian.
6. Ms. Gaspar told the Trustees that attendance at the Winter Festival was less than half compared to last year. There were only 75 in attendance at the movie and the numbers were also low across the street at the concert and tree lighting.
7. Ms. Gaspar told the Trustees that Neighbors in Need is in full swing and going very well. Judy stated she has some excellent assistants and she has everything under control.
8. Ms. Gaspar updated the Trustees on the E-Newsletter. Felicia asked to oversee the newsletter. She has changed the format, made it more concise, and created new graphics and icons. Ms. Gaspar is very pleased with the outcome.
9. Ms. Gaspar stated that Barbara Duff, one of the substitutes, had to resign due to so many commitments. There are still two substitutes- Caron Cunningham and Aniela Anderson.
10. Ms. Gaspar told the Trustees that a musical program had to be cancelled due to a mix up in dates, but Justin and his brother would fill the space with a concert called Songs of the Season from 7-8pm on December 10.

H. **Next Meeting:** The next meeting of the Trustees will be on Monday, January 13, 2020 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 8:20pm

Respectfully Submitted,

Paula Fee, Recording Secretary