



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, February 10, 2020**

The meeting of the Flint Public Library Board of Trustees was held on Monday, February 10, 2020 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

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

A. **Call to Order:** Melissa Stankus called the meeting to order at 7:05 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 from January 11, 2020. Ms. Bambury seconded the motion and all were in favor.*

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

1. The next meeting of the Friends is on Wednesday night. As a result, Ms. Wilton will not have new membership numbers until that meeting.
2. The Annual Campaign form was included with the Census mailing and was sent out near the end of January. Ms. Wilton said that they have already received 84 donations ranging from \$15-\$300 but as stated previously, she does not have a dollar total. She was also asked if donations come in from people who do not live in town, and Ms. Wilton responded that there was about a dozen or so each year.
3. Ms. Wilton informed the Trustees that the Building Campaign money has been put into a Fidelity Fund and has already made \$21,000.

E. **Trustees' Report**

1. The Trustees discussed the Education Stipend. There were questions concerning the implementation, how employees could apply, and legal issues about the account as well as moving funds. After all questions were answered, *Ms. Bambury made a motion to accept the*

Education Stipend Policy (Policy #8) as written. Ms. Raynard seconded the motion and all were in favor.

2. The Trustees were reminded that nomination papers for the next election are due on 3/31/2020.

F. Treasurer's Report

1. Ms. Noyes handed out the monthly treasurer's report. She noted that there was a slight discrepancy (\$81) in an account at N.S. Bank. Ms. Noyes stated that she would be contacting the bank to straighten out the account and will bring the Trustees the correct balance at the next meeting.

2. Ms. Noyes informed Trustees that maturity dates for two CDs will come due in the next few months. They are the B.F. Emerson (4/4/2020) and the Trustee 9-month (6/11/2020)

3. Ms. Gaspar told the Trustees that she had searched and found a copy of the will from 1885 in which the Emerson Fund was bequeathed to the Flint. The original money in the gift was \$10,000. No stipulations were made as to how the Trustees could use that money except that the original \$10,000 must remain in the account. So that cleared up the misconception that the funds had to be used for books. It can now possibly be a funding source for the annual scholarship.

G. Director's Report

1. Ms. Gaspar distributed the Circulation Report. She stated that circulation was down by 1,550 from last January and down 1,107 YTD. She is hoping that this will turn around next month. Attendance figures were up 277 from last January and were also slightly up for the year (150). Overall attendance is still very high at 33,878. Ms. Gaspar reminded the Trustees that early voting would be taking place during the last week in February.

2. Ms. Gaspar passed out the Budget Report. She stated that at this point the budget is well within parameters partly due to the money remaining in the fuel budget line. The fuel budget has stayed high because of the very mild winter and the boiler being repaired.

3. Ms. Gaspar handed out the new Program Report. A summary of the report showed 39 adult programs with 400 attendees; 23 juvenile programs with 732 attendees; 1 young adult program with 6 attendees; 4 tween programs with 66 attendees and 37 meetings with 404 in attendance.

The Trustees discussed how wonderful the Genealogy Program was and suggested that there should be a follow-up program. Ms. Gaspar discussed the program called Bridging the Gap stating that it is on the 3rd Friday of the month and discusses how to use mediation to navigate controversial issues that come up in conversations with family and friends.

4. Ms. Gaspar gave an update on the building. She stated that the septic issue has been resolved.

5. Ms. Gaspar gave a recap to the FY21 budget that was presented to the Town. Ms. Gaspar went through most lines, explaining needs for increases, costs that were moved to the Town and increases in salaries. The Trustees would like to see several additional increases in the budget lines including the training and education line. Trustees will join Ms. Gaspar on February 26 to discuss the budget with the Finance Committee.

6. Ms. Gaspar told the Trustees that she has hired a new staff member. Her name is Kelly Potter and she will be replacing DeDe McManus. She has a master's degree from Simmons in Library Science and works PT at the Endicott College Library.

7. All staff have completed CPR and AED training.

8. Ms Gaspar asked if there were plans to hold the Staff and Trustee Breakfast this year. Trustees wanted to hold the breakfast. A date was set - March 20 @ 8:30am. This will be a good opportunity to meet the new staff. Final plans for the breakfast will be completed at the next meeting.

9. The TriTown Council had a Youth Forum and Ms. Gaspar attended. The forum looked at healthy choices for teens as well as rates of risky behavior. She stated that it was a very positive program.

H. **Next Meeting:** The next meeting of the Trustees will be on Monday, March 16, 2020 at 7:00 PM in the Trustees Room of the Flint Public Library

I. **Adjournment:** With no further business, *Ms. Raynard moved to adjourn the meeting. Ms. Noyes seconded the motion and all were in favor. The meeting ended at 9:00pm.*

Respectfully Submitted,

Paula Fee
Recording Secretary