



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Thursday, June 9, 2016**

The meeting of the Flint Public Library Board of Trustees was held on Thursday, June 9, 2016 in the Trustees' Room of the Flint Public Library, One South Main Street, Middleton MA.

Members Present: Melissa Stankus, Chairperson; Donna Bambury, and Peter Vantine

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

A. **Call to Order:** Melissa Stankus called the meeting to order at 7:06 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. Bambury made a motion to accept the minutes from Monday, May 9, 2016. Mr. Vantine seconded the motion and all were in favor.*

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

1. Because the Friends do not meet in June, July or August, the exact total of donations is not up to date but the total for the year is over \$8,000.
2. Reminder cards were sent out three weeks ago to individuals who have donated in the past but have not done so this year. Business mailing was sent two days ago.
3. The Friends are trying something new for Chief Wills Day. Because the main goal is to discuss the library and the summer reading program, Ms. Wilton has been in discussion with Mr. Richardson about the possibility of having face painting or a balloon artist. Ms. Stankus suggested that the Friends could also try a fun, interactive game like 'giant Jenga'. All of these ideas are an attempt to increase traffic at the library table.
4. In July/August, the Friends will be collecting donations for the food pantry. They will need a shopping cart and are looking to ask a local market to loan the Friends a cart for the collection. Mr. Leary will pick-up the donations. Ms. Gaspar will send out the newsletter between June 28-30 which will include a notice of the food collection. The Friends will send out a notice after the 4th of July about the food collection.
5. Mr. Doug Earp completed landscaping including trimming the crab apple trees. Cost for the work was \$1,700 which was more than last year. The DPW gave the library mulch for

all the gardens and they also did more trimming on some of the trees. Ms. Gaspar and Tracey planted around the sign and the Peace Garden.

E. Trustees' Report

1. Reorganization - During tonight's meeting the annual reorganization of the Trustees took place. After a short discussion, Ms. Stankus asked for a motion that stated that all officers would remain in their current positions. *Ms. Bambury made the motion to retain the current officers. Mr. Vantine seconded the motion and all were in favor.*
2. Calendar - Ms. Stankus handed out the calendar of meetings for the upcoming year.
3. Policy - The Trustees reviewed the Gift and Donation Policy (#17). Several issues were brought up concerning this policy. First, the discussion centered on whether the Director or the Trustees should accept a gift/donation with the discussion heading toward it being on a case by case basis, with most donations being accepted by the Director and major donations being brought to the Trustees.

Mr. Vantine changed the overall discussion to how/if money can be donated to the Trustees. Since the Trustees can not form a 501(3)c and the Friends are a 501(3)c, for tax purposes individuals donations, estates/endowments given specifically to benefit the library would be donated to the Friends of the Flint. Further discussion brought up the fact that in MA, Trustee money, by law, must remain under Trustee control and can not be taken by a city/town. However, it was unclear as to how the Trustees could raise additional funds to offset money that is spent each year - ex. Trustee scholarship. Ms. Gaspar noted that petty cash (copying, lost books, etc.) used to go to the Trustees but now those funds must go to the Town. At this point it appears that the only income for the Trustees comes from investing. Trustees questioned other avenues to raise funds. An idea that was discussed was whether donated funds could 'flow through' the Friends to the Trustees.

Those present realized that they did not have answers to some legal issues concerning gifts and donations. A decision was made to table the review of this policy until several points were clarified.

- F. **Treasurer's Report** - Mr. Vantine distributed a report on the accounts. He stated that there were not many changes from last month. He did state that the checking account balance is lower due to the check for the scholarship, the cost of the volunteer luncheon, and the dues payment to the consortium. Mr Vantine also said that he has been doing research to determine the best place to move the money that is in the James Balanced Golden Rainbow Fund. One possibility is the Fidelity Michigan Municipal Fund which has a slightly lower overall rate of return but it also has lower risk and steadier growth.

G. Director's Report

1. Presentation of Circulation and Budget Reports - Ms. Gaspar said that the circulation was down from last year but over half that figure is in videos. On the other hand attendance is good and slightly up from last year. Two examples are the Mahjong Group that had 19 participants and the Writing Group who has 8 to 12 participants. In addition, the latter group is doing deeper analysis and feedback so they have increased both time (1 hr. to 2 hrs.) and number of meetings (once/month to twice/month). Ms. Gaspar also noted problems with the counter. There were several suggestions

including getting a new one, moving the counter to a better location where it won't be blocked, and putting it in a case for protection. No final decision was made. The Budget is in good shape with some money left in a few lines which will be spent down by the end of the fiscal year on necessary supplies, books, maintenance, and services.

2. Job reviews - All job reviews have been completed. Brooke White has been hired as a page.
3. Update on building - The only building issue is the elevator. It is too loud and becomes a distraction at some programs. Ms. Gaspar has called the company on numerous occasions and a number of different ideas have been tried. She again contacted the company and the same technician came. This time acoustical fire code tiles were used to surround the elevator motor and it has resulted in a lot of noise reduction. It was suggested to line the walls and ceilings of the shaft and this should result in even greater noise reduction.
4. New website - Justin will be trained on the new site tomorrow. The site will then be just about ready to launch. The Trustees as a group felt that the website was opening much better on different platforms. They also hoped that the home page could be simplified and made as neat and clean as the Friends page. They would also like to see a separate page for pictures of the stain glass windows. One additional correction would be to change the heading from 'Support Your Library' to 'Friends of the Flint'.
5. Summer Reading Programs - The themes of the Summer Reading Programs are : Adult's - 'Exercise Your Mind' ; Children's- 'On Your Mark, Get Set, Read'.
6. Tri-Town Author Event - This event will take place on June 29. There has already been great interest in the two authors coming to the Tri-Town area.
7. Tri-Town Community Read - the Community Read book is '*Life Is Good - The Book*' by Bert and John Jacobs. There is also a children's version of the book. Both the Superintendent of Schools and the Flint are trying to get the authors to come for the program. A number of activities have been planned including draw your own Life Is Good. The staff will also be wearing the tee shirts on Fridays.
8. Long Range Plan - Ms. Gaspar is currently working on the long range plan. The goal is to have the first meeting in September or October. She is hoping to have one or two Trustees, several Friends, community members and a teenager on the committee.

H. **Next Meeting:** The next meeting of the Trustees will be on Tuesday, July 12, 2016 at 7pm in the Trustees Room of the Flint Public Library.

I. **Adjournment-** With no other business, the meeting was adjourned without a vote at 8:58pm

Respectfully Submitted

Paula Fee