



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, September 12, 2016**

The meeting of the Flint Public Library Board of Trustees was held on Monday, September 12, 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 7:07 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 Tuesday, July 12, 2016. Mr. Vantine seconded the motion and all were in favor.*

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

1. The Friends have not met all summer so Ms. Wilton does not currently have figures for the Annual Campaign. She will have that information at the next meeting.
2. Ms. Wilton told the Trustees that Vehicle Night was a great success. There were four times the number of participants as last year. (425) According to both Ms. Gaspar and Ms. Wilton, Firefighter David Kelsen worked very hard to achieve his goal of having a great vehicle night. This year the program was held at the Fuller-Meadow School and there was a large variety of vehicles from a mail truck to a race car.
A thank you note was sent to Mr. David Kelsen.
3. The Pumpkin Festival will be on October 22 and will be the next project for the Friends.
4. Ms. Wilton stated that they will continue putting the ad into the PTO directory.

E. Trustees' Report

Ms. Stankus passed around a thank you note from Abigail Gaudreau who was the recipient of this year's scholarship.

F. Treasurer's Report - Mr. Vantine distributed a report on the accounts.

1. Mr. Vantine pointed out that the 18 month B.F. Emerson CD will mature on 10/5/16. A discussion followed about renewing the CD and what rate might be possible. Ms. Wilton spoke about the process of renewing the Friends CD.
2. Mr. Vantine asked the Trustees to hold off on doing anything until the new year.
3. Mr. Vantine led a discussion about the funds presently under the control of the Trustees. He said that he has looked at the MA Library Code, as well as other libraries to determine how these funds should be handled. Issues that he brought up include a public trust/foundation, taxes, investing, and accepting donations. Mr. Vantine continued that he wanted the Trustees input as to whether he should contact MLTA, as they have a person who could answer questions concerning these funds and what might be a correct sustainable path forward.

Trustees added to the discussion stating that libraries originally were private but over time the majority became a part of a municipality. Libraries still hold funds and there is some ambiguity or grey areas as to how to move forward and how to manage the Trustee's account. Mr. Vantine will also review MLS section 78, Chapter 11.

G. Director's Report

1. Circulation and Budget Reports - Ms. Gaspar is concerned that the numbers are already lower in circulation and slightly down in attendance. There was a discussion on the number of programs offered during the end of August. It was determined that there will be an increase in offerings next August.
2. Update on building - Ms. Gaspar was happy to report that there were no building issues.
3. Summer Reading Program - There were over 200 participants in this year's program compared to about 300 last year. Ms. Gaspar noted that there were fewer incentives this year. The most popular choice in the incentives was a free book for 5 hours of reading.
4. Tri-Town Community Read Kick-off Event will be on Wednesday, September 21 at 4:00pm. Ms. Gaspar hoped that Trustees could attend and she has invited a number of town and school administrators. Ms. Gaspar also handed out a flyer for all the events in September through December including the Peace Pole. There will also be a village of the 6 world religions in the Children's Room. Mr. Sheehan will be reading a proclamation both at the Selectmen's Meeting and the kickoff. An article about the program was on the front page of the TriTown Newspaper.
5. Trail and Sails Event - This event is sponsored by Essex Heritage and hosted by the Flint Public Library and Middleton Historical Society. It will be held on Sunday, Sept. 25 at 1:30pm. Participants will start at the library and take a short walk to see Estey Tavern, the Tramp House, and return to the Lura Woodside Watkins Museum.
6. Long Range Plan- Ms. Gaspar stated that the first meeting of the committee would be on September 29. She has spoken to a number of people who will be on the committee and she hoped that one or two Trustees could be part of the committee. Ms. Gaspar will then meet with all groups connected to the library over the upcoming months and get feedback from each one. From all this information, a small group will fine tune a survey that will be sent out to all residents with the annual census in January.
The second meeting will be held in March to take all the information and develop a strategy. The third and final meeting will take place in April to review the final product

and put together a presentation for the Trustees.

7. New Position - With Miss Darcy leaving the library, Ms. Gaspar interviewed applicants for the newly titled Early Literacy Librarian, a 15 hour position. Ms Gaspar has offered The job to Jennifer Furtado, who used to be the Assistant Children's Librarian in North Andover. She has accepted the position and will begin work upon completion of the hiring process.
8. Get Moving Night - This program will be held at Howe-Manning on November 18, from 5:30- 8:30pm. Ms. Gaspar is looking for someone to man the library table at the program.

H. **Next Meeting:** The next meeting of the Trustees will be in the Trustees Room of the Flint Public Library. Date and time to be announced.

I. **Adjournment-** With no other business, the meeting was adjourned without a vote at 8:25pm

Respectfully Submitted,

Paula Fee