



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, May 8, 2017**

The meeting of the Flint Public Library Board of Trustees was held on Monday, May 8, 2017 in the Trustees' Room of the Flint Public Library, One South Main Street, Middleton MA.

Members Present: Melissa Stankus, Chairperson; Donna Bambury, Gretchen Moreschi, Shirley Raynard, and Peter Vantine

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

A. **Call to Order:** Ms. Stankus called the meeting to order at 7:05pm.

B. **Signing of Bills:** The bills were signed by all the Trustees and were returned to Ms. Gaspar for processing.

C. **Approval of Minutes:** *Ms. Bambury made a motion to accept the minutes as corrected from Monday, April 10, 2017. Ms. Raynard seconded the motion and all were in favor.*

D. Friends of the Flint

1. The Friends ordered new pens. Ms. Wilton kindly gave all those present a pen.
2. The Friends Group is currently ordering glasses that will be used as gifts for those giving donations to the Friends during the Annual Campaign.
3. As of April 12, \$8,295 has been received for the Annual Campaign. This puts the fundraiser \$198 ahead of last year. With that current figure and recent donations, Ms. Wilton believes that the Annual Campaign will again reach the \$10,000 goal.
4. With the excellent fund raising, there will be money available for new programs.
5. Mr. Doug Earp has completed the Spring clean-up. The town did not provide mulch this year so Mr. Earp turned over and raked the mulch currently on the library property. Everyone was very pleased with the results.
6. The Middleton Stream Team's Earth Day was held on Sunday, April 30. Ms. Gaspar stated that the program was very well attended. The library had a 'read and walk' program in which children walked about the Creighton Pond facility reading pages of a book that were attached to trees along the walking path. Trustees made suggestions to increase participation on next year's story walk. The suggestions included: 1. Specific start times

- for the walks; 2. Have a guide for the walk; and 3. Have the MST announce the start of each walk.
7. The Friends will set up a table at Town Meeting and provide refreshments. Ms. Wilton and Ms. Gaspar will coordinate the necessary purchases such as cases of water. Both Trustees and Friends provided baked goods. This year, the table will be set up in the corridor. The Friends will also be there for the second night if one is scheduled.
 8. The Life Is Good Stroll and Cycle will be held on May 21 at 1pm. It will start and end at the Masconomet parking lot. The program should last for about one hour. Ms. Gaspar said that she was looking for volunteers to help with the program.

E. Trustees' Report

1. Ms. Stankus hoped that the Trustees would find a way to honor Gimmie Sue Valacer. The Trustees had a lengthy discussion coming up with a number of ideas but decided to hold off further discussion until next meeting giving them more time to think of some appropriate means to honor her.
2. Tonight is Mr. Vantine's last meeting as a Trustee. He will not be running for reelection. Both Shirley Raynard and Ann Noyes will be on the ballot. The Trustees thanked Mr. Vantine for his service and gave him a small gift in appreciation for his hard work and dedication.
2. Policy #33 (Public Relations) is still tabled until the summer or fall when the Long Term Plan is completed.

F. Treasurer's Report - Mr. Vantine handed out the Treasurer's Report to the Trustees:

1. Mr. Vantine updated the figures in the Treasurer's Report due to an excel spreadsheet issue. All figures are now correct.
2. Mr. Vantine made noted that the \$75,000+ in a checking account is earning less interest then the \$5,000+ in the Golden Rainbow Fund. He suggests that the Trustees look into better interest earning accounts and possibly hire a consultant who could set up all the accounts for the new treasurer.
3. The Emerson Fund will come due in 2018.
4. Mr. Vantine made out the check for the scholarship at Masconomet. There was a discussion on the decreasing funds in that account as there are only enough funds for seven more years. Several ideas were suggested but no decision was made.

G. Director's Report

1. Circulation - Ms. Gaspar handed out the Circulation Report. She stated that programming and the attendance are doing well. Total figures are down but that number is almost equal to the decrease in videos.
The Art Show drew 250 people and the Life Is Good program had 350 participants. Ebook use has also increased.
The Trustees asked that there be more programs during vacation weeks. They would like to see at least two per day. There was a suggestion of hiring interns for those time periods to run programs. It was also mentioned that the Friends had money for more programs.
There was specific discussion on designing programs that would engage 13-17 year olds.
2. Budget - Ms. Gaspar handed out the budget reports. She stated that everything is currently

within appropriate ranges.

3. Building Update - For nine months everything was ok. Then \$3,000 was needed to repair the HVAC system and \$3,600 to repair a leak in the roof. Now, the roof is leaking again. It has yet to be determined if the original repair was inadequate and the company needs to cover the cost or if the library will have to cover additional repairs.

If the library needs to cover the cost, Ms. Gaspar will need to get permission from the Town to move funds from the Light and Water budget line to pay for the repairs. If the Town does not allow the line item move, then Ms. Gaspar hoped that the Trustees would approve the use of State Aid. After a brief discussion, ***Ms. Bambury made a motion to use State Aid to cover the cost of the roof if necessary. Ms. Moreschi seconded the motion and all were in favor.***

The Trustees asked why there was so much money left in the book line. Ms. Gaspar assured the Trustees that all the money would be spent before the end of the fiscal year. She said the money would be thoughtfully spent and be spread out over the last few months. Some of the money will also go for Ebooks.

4. Tri-Town Community Read Update - Ms. Gaspar had already discussed the assembly at Masconomet. There are still some activities including the Literary Cafe doing a program on courage and the Cycle and Stroll on May 21 at 1pm at Masconomet.

There was also a vote that determined a Tri-Town Community Read will not be held next year. The feeling was the program would lose meaning if done every year. However, the program will be repeated with a different book in the near future.

5. Ms. Gaspar stated that there would be a meeting on May 24 for the Long Range Plan. It would be held at 6:30pm. Those in attendance at this last meeting will look to develop a vision statement.
6. Ms. Gaspar stated that the library will be getting a new automated system. It is called Symphony and is user-friendly. The staff will be trained prior to the start up on May 18.

H. **Next Meeting:** The next meeting of the Trustees will be in the Trustees Room of the Flint Public Library on Monday, June 12, 2017 at 7:00 PM.

I. **Adjournment-** With no further business, the meeting was adjourned at 8:25pm.

Respectfully Submitted,

Paula Fee, Recording Secretary