



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, June 12, 2017**

The meeting of the Flint Public Library Board of Trustees was held on Monday, June 12, 2017 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:** Ms. Stankus called the meeting to order at 7:01pm.

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 of the Monday, May 8, 2017 Trustees meeting. Ms. Raynard seconded the motion and all were in favor.*

D. Friends of the Flint

1. The Friends kindly gave all those present one of their newly ordered pens.
2. As of May 11, the Annual Campaign has reached \$9,020. This puts the fundraiser \$750 ahead of last year. With that current figure and recent donations, Ms. Wilton believes that the Annual Campaign will reach their goal of \$10,000.
3. The Friends had a table at Town Meeting and provided refreshments - water, coffee and baked goods. Ms. Wilton, Ms. Cote and Ms. Gaspar manned the table that was set up in the corridor due to crowd size. The Friends collected \$125 in donations and had good exposure for the Library. However, many attending the meeting were unaware of the table so Ms. Wilton suggested that in the future she would request that the moderator make a brief announcement.
4. The next event on the calendar is Chief Wills Day on June 24. The Friends will again sponsor the balloon man and his wife who does face painting. This activity provides the opportunity to engage and give information about the library to those waiting in line for the balloons/face painting. Ms. Wilton has spoken to Mr. Richardson but does not have a quote yet. She also asked him if he could provide a tent that would be setup. Ms. Gaspar

will also man the table selling water.

Ms. Stankus suggested that the Friends ask Mr. John Russo to send a couple of Boy Scouts to assist in closing up and carrying out supplies.

Ms. Gaspar mentioned that a tram will be available for transportation between the parking area and the event area. She also said she had volunteered to oversee the table that will be selling water.

Finally, Ms. Wilton said she would be sending out an email looking for volunteers.

5. Ms. Wilton stated that they will do the collection for the food pantry again this year during July and August . She has been working with Mr. Leary who will try to arrange getting a shopping cart to be placed in the corridor for the food collection. Mr. Leary will also pick up the food donations. Both Ms. Wilton and Ms. Noyes presented other possible options if Mr. Leary is unable to procure a shopping cart.

E. Trustees' Report

1. Ms. Stankus welcomed Ms. Noyes as the newly elected member of the Trustees.
2. Ms. Stankus handed out the 2017-2018 meeting calendar.
3. Some time was spent giving Ms. Noyes an overview of the Trustees and answering any questions that she had.
4. The annual reorganization was held tonight. After a lengthy discussion, Ms. Stankus asked for a motion to elect the nominees - Chairwoman - Melissa Stankus; Vice Chairwoman/Secretary - Ms. Raynard; and Treasurer - Ms. Noyes. ***Ms. Bambury made a motion to elect the nominated slate of officers. Ms. Noyes seconded the motion and all were in favor.***
5. The Trustees reviewed the By-Laws. Several typographical errors were found and corrected. ***Ms. Raynard made a motion to accept the By-Laws with corrections. Ms. Noyes seconded the motion and all were in favor.***
6. Policy #33 (Public Relations) is tabled until the Fall.
7. Ms. Gaspar asked Ms. Noyes if she had been sworn-in, completed the Campaign Finance Law paperwork, and the Ethics Regulations review. Ms. Noyes said that she had done so.
8. Ms. Stankus read a lovely thank you note from Claudia Johnson to the Board of Trustees.

F. Treasurer's Report - There was no Treasurer's Report.

G. Director's Report

1. Ms. Gaspar told the Trustees that there was no Circulation Report due to the new computer system. It appears that it will take at least several weeks before the system will be able to provide that data.
The new system has been very stressful and disheartening. However, Ms. Gaspar believes that the staff has been handling the change over as best they can.
2. Budget reports were handed out by Ms. Gaspar. She stated that everything is currently within appropriate range and she said that she is 99% sure that she will not use any State Aid as the Town gave her permission to move funds from the light and water lines to pay for the roof repairs.
Ms. Gaspar reminded Trustees that the Library has to spend a certain percentage of their

budget on books and materials to receive State Aid. (part of a complicated formula)
State Aid is used for 'big ticket' items as the amount of State Aid that is received varies from year to year.

3. The building update was given by Ms. Gaspar who stated that the air conditioning was just turned on for the year.

Also, the main door is cracking and it is difficult to open. Arrangements have already been made to have Mr. Gove fix the door when weather permits.

4. The Tri-Town Community Read Program was a huge success. All the schools embraced the program thanks to the work of Supt. Lyons, retired Supt. Creedon and all the principals who brought the three towns on board. Once there, everyone worked creatively to enhance all aspects of the book, *Life Is Good*.

The schools have decided to continue what was started this year by dealing with the social/emotional/mental well-being of the whole child. Staff have already begun working on next year's activities.

Ms. Gaspar also participated in a video along with the Superintendent, principal and teacher about the Community Read Program. It was directed by John Jakes and will be on the Life is Good website.

The last program for the Community Read will be Doug Bryant, author, WWII veteran and Middleton resident at the Literary Cafe on June 13 at 1pm.

6. Ms. Gaspar told the Trustees that the students from Howe-Manning will not be touring the library before the end of the year. It was decided to do the tours at the beginning of the next school year giving students the opportunity to get their library cards at that time.
7. The Long Range Plan was emailed to the Trustees to review before the meeting. Ms. Raynard who has reviewed many such plans from libraries across the state, said that it was one of the best she has ever seen. The Trustees were impressed with the four 'E's of the vision statement - exchange ideas, enlighten minds, empower lives and enrich the community.

After a lengthy discussion, the Trustees only wanted to make one change to the plan. Instead of a 2% increase in programs, the Trustees requested a goal of a 3% increase in programs per year.

A motion to accept the Long Range Plan with changes was made by Ms. Raynard. The motion was seconded by Ms. Noyes and all were in favor.

The Long Range Plan will now be sent to the MA Board of Library Commissioners. Ms. Gaspar will also put the vision and mission statement on the library website.

8. The staff is working on the Summer Reading Programs. Ms. Gaspar handed out a pamphlet listing already planned children's groups and spoke about Anime and Puppy Hill (a service dog project) for teens. The teen programs are incomplete at this point but staff will be working on ideas and Ms. Gaspar will update the Trustees.

Ms. Gaspar has put together the Adult Program which will use a Tic Tac Toe game with various reading/library activities. The theme this year is: 'Build a Better World'.

9. New Initiatives - The staff is working on developing new ways to engage the public. Part will be on the Library website (updates) and using Facebook once a week with 'Did you know...' activities. Ms. Gaspar is also working with Mr. Roger Talbot to ensure pictures will be on Facebook. To do this there is a cost of \$99 for the license.

Other ideas include having a young adult book program for 20-30 year olds, expanding eBooks, a quiet study room during finals, and a 'Books and Blooms' for next April.

H. **Next Meeting:** The next meeting of the Trustees will be in the Trustees Room of the Flint Public Library on Tuesday, July 11, 2017 at 7:00 PM.

I. **Adjournment-** With no further business, the meeting was adjourned at 8:45pm.

Respectfully Submitted,

Paula Fee, Recording Secretary.