



**Minutes of the Meeting  
The Flint Public Library  
Board of Trustees  
Monday, March 11, 2019**



The meeting of the Flint Public Library Board of Trustees was held on Monday, March 11, 2019 in the Trustees' Room of the Flint Public Library, 1 South Main Street, Middleton, MA.

**Members Present:** Melissa Stankus, Chairperson; Donna Bambury; Ann Noyes; and Shirley Raynard

**Absent:** Gretchen Moreschi

**Others Present:** Melissa Gaspar, Library Director; Andy Sheehan, Town Administrator and Leanna Harris, Recording Secretary

**A. Call to Order**

Melissa Stankus, Chairperson began the meeting at **6:57pm**.

**B. Signing of Bills**

The bills were signed by the Trustees present and were returned to Ms. Gaspar for processing.

**C. Town Administrator Andy Sheehan will discuss the upcoming Special Town Meeting**

Mr. Sheehan stated the Town is hoping to get support from the library, its patrons, the Friends, and staff. The Special Town meeting regarding the Middleton Golf Course is scheduled for March 19, 2019. The Town is requesting \$3.8M to acquire the property and then another \$325K to conduct a master development of the property which will include a police station, fire station, community/senior center and new Town office. The vote on March 19<sup>th</sup> doesn't lock them into anything other than purchasing the land and so the Town will come back at later dates for further project funding. Mr. Sheehan stated he is feeling good about the feedback that he is receiving.

Mr. Sheehan stated he is frequently asked what will happen to the four existing buildings once they move out of them. The police station is marketable. It's in a commercial area with good visibility. There is not much that can be done with the land at the fire station. There can't be another building there. There is potential parking up top at street level, where the building stands now. The lower level of the fire station foundation might be able to be used for a record storage vault, but it's unclear if that is a viable option. As far as timing, the best case scenario for construction of the fire station would start in late 2020 and potentially open in early 2022. There are 52 acres in total so they are figuring 15-20 acres for the municipal buildings which would leave room to grow 50-60 years from now. The tax increase for the land would average about \$75/yr. per household.

Ms. Noyes asked when the option to purchase will end. Mr. Sheehan stated they are fortunate to be dealing with the Browns as they have been very flexible with the Town but this is a one shot deal. If it is not approved at Town meeting, the Town won't likely get another shot. It requires a 2/3 vote.

Mr. Sheehan will be holding a pre town meeting on Thursday, March 14<sup>th</sup> at the library at 7pm.

The land is zoned for 45 single family homes or alternatively 90 duplexes allowable by Special Permit from the Planning Department.

**D. Approval of Minutes for Monday, Jan. 14, 2019 meeting and Feb. 11, 2019.**

**MOTION:** Ms. Noyes moved to approve the January 14, 2019 and February 11, 2019 Minutes, as written.

Ms. Bambury seconded the Motion.

All in favor.

**Motion carries.**

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

In Ms. Wilton's absence, Ms. Gaspar read the report. The Friends have taken in \$8,050 which is \$500 more year to date than last year. Their goal is \$10k for the year. Those who donate \$50 or more are entitled to a gift. Thank you letters for donations received will go out this week. The Friends will meet on Wednesday, March 13, 2019.

**F. Trustees' Report – Review updated policies 11 & 13**

The Trustees discussed and reviewed the policies.

**MOTION:** Ms. Bambury moved to pass Policy 13, Tobacco, Marijuana and other substances, as written. Ms. Raynard seconded the Motion.

All in favor.

**Motion carries.**

**MOTION:** Ms. Noyes moved to pass Policy 11, Distribution of Free Literature, as written. Ms. Bambury seconded the Motion.

All in favor.

**Motion carried.**

**G. Treasurer's Report**

Ms. Noyes distributed the Library Account report to the Trustees. Ms. Stankus stated the original plan was to invest and grow the scholarship fund because it will eventually run out. Ms. Noyes discussed options going forward. CDs are a secure rate and the rates are higher than they have been. The Trustees suggested Ms. Noyes look into Fidelity, Schwab and a couple of local advisors to see what they are offering. They would like to make \$1,000 a year.

## H. Director's Report

- **Presentation of Circulation and Budget Reports.** Ms. Gaspar stated they are now up to 8,000+ more items circulating this fiscal year as compared to last fiscal year to date. Over 4,000 people have come to the library more this fiscal year than last fiscal year. Videos being checked out have increased and there are more book displays and a lot of new initiatives to promote interest. Ms. Gaspar stated she couldn't be happier with the library staff; they are very engaging and creative.
- **Building update**  
Heating repairs and filter cleaning – Ms. Gaspar stated the filter cleaning has helped significantly. The building maintenance is getting done. The library is still waiting on light repairs, panic buttons, and cornerstone resetting. The cornerstone resetting will cost over \$3k.
- **Library Budget and Supplemental Budget**  
Ms. Gaspar stated they are right where they should be.
- **Masco Scholarship update:**  
Ms. Noyes stated the annual \$500 scholarship check is in the mail.
- **Volunteer Luncheon – Wednesday, March 20th at 12:30pm. Use of state aid.**  
Ms. Gaspar distributed invitations to the Trustees to the Luncheon and discussed the use of state aid. State Aid can be used for anything to benefit the library. Ms. Gaspar stated all the volunteers are fabulous advocates of the community and there are currently 11 volunteers who will attend.  

**MOTION:** Ms. Raynard moved to use State Aid to fund the luncheon.  
Ms. Noyes seconded the Motion.  
All in favor.  
**Motion carried.**
- **Staff and Trustee Breakfast: Friday, March 22, 8:30am to 10am.**  
The Trustees discussed the details. Ms. Gaspar stated she will send follow up reminder emails to the Trustees as to who is buying/bringing what. Ms. Noyes stated it's nice to let the staff know they are appreciated.
- **Employee reviews and Director's review:**  
Ms. Gaspar stated she has completed 7 or 8 reviews and so she is about half way done. Her goal is to have them completed before the end of March. The Trustees discussed reviewing the Director.

Ms. Gaspar stated The Friends would be happy to buy the tables for the Teen Tech Area and distributed a catalog for the Trustees to see the table. The Trustees approved the type of top (green soapstone) and wood choice of light cherry.

**I. Next Meeting:** The next meeting of the Trustees will be on Monday, April 8, 2019 at 7pm in the Trustees Room of the Flint Public Library.

**J. Adjournment:** With no other business, Ms. Stankus adjourned the meeting without a vote at **8:51pm.**

Respectfully Submitted,

Leanna Harris  
Recording Secretary