



Minutes

The Flint Public Library Board of Trustees Monday, January 10, 2022 7pm 1 South Main Street, Middleton, MA 01949

NOTE: This meeting was hybrid. It was both in-person and via ZOOM. Attendees may choose to attend in the manner that works best for them. For those who are not able to attend, meeting minutes and video recordings will be posted on the library and town website. Please view the video recording of the meeting for more details about discussions, Trustee votes and topics of interest.

Board of Trustees Present: Melissa Stankus, Chairperson; Donna Bambury, George Cumming, Maria Paikos-Hantzis, and Allison Sloan.

Others Present: Jackie Bresnahan, Assistant Town Administrator/HR Director; Melissa Gaspar, Library Director; Shirley Raynard, Helen Corbett, Annie Wilton, Friends of the Flint; Paula Fee, Recording Secretary. A number of others joined the Zoom meeting at various points and stayed for different lengths of time.

A. Call to Order: Ms. Stankus called the meeting to order at 7:13pm.

B. Signing of Bills: The bills were signed by at least three members of the Board of Trustees and were returned to Ms. Gaspar for processing.

C. Friends of the Flint (Annie Wilton, Liaison):

1. Ms. Wilton said the 2021 Annual Campaign total of \$17,800, greatly exceeded the original goal for the year. Additional income and interest brought the yearly total to \$18,628.74.

2. Ms. Wilton reported in previous years the totals were lower - 2020 (\$11,670) and 2019 (\$14,406). Ms. Wilton believed there were many reasons for the increase in donations including the hard work of Ms. Gaspar and the staff, the community's feeling about the library and having more donors with larger donations.

3. The next meeting of the Friends of the Flint is Wednesday, January 12, 2022.

D. Vote on Interim Library Director's contract (Jackie Bresnahan, Assistant Town Manager): Ms. Bresnahan led a discussion on the contract. *Ms. Bambury made a motion to accept the contract. Mr. Cumming seconded the motion. The vote was 4-1. The motion passed.* Ms. Bresnahan stated that the four Trustees that voted in the affirmative would sign the contract. Mr. Sheehan and Ms. Johnson will also sign the contract with the last person signing also dating it.

E. FY23 Budget Discussion: Ms. Gaspar and Ms. Stankus presented the draft budget reviewing the various lines. They stated how the figures were determined. This review included the Collins Report, COLA and salary ranges. They went through the budget process from development, meetings with various town officials and presentation of final budget at Town Meeting. The Trustees involvement in the process was also discussed.

F. Trustees Report

1. Choose Trustees 'Training Date - Ms. Stankus discussed the training for the Board of Trustees. Several dates and times were presented. The Trustees will be notified when it is finalized.

2. Policy #15 – Flint Public Library Pandemic Safety Guidelines

Several residents sent emails about this policy. Ms. Stankus requested that in the future all emails sent to the Trustees be sent through the Library Director. The emails were accepted. One was read. Ms. Sloan requested that anyone, who wished to, would be allowed to speak on the topic. Ms. Buser spoke. She expressed her concerns about the policy. Emails came from Jaclyn Olivieri, Maura Buser, Alecia DePesa, David LeBel, Kendra Petrone, Jamie Cambria, and Shannon MacLean.

It was reiterated that the policy did not mandate wearing masks except if you wanted to participate in library sponsored programs or activities in which you are within six feet of library staff. Once passed the policy will be put on the website. Ms. Gaspar explained the Town wanted each department head to determine what was best for health and safety depending on their environment and population. It was also recommended to change 'librarian' to 'library staff' in bullet #5. *Mr. Cumming made a motion to accept Policy #15, Flint Public Library Pandemic Safety Guidelines as corrected. Ms. Bambury seconded the motion and the vote was 4-1. The motion passed.* Ms. Paikos-Hantzis stated she strongly disagreed with this policy.

G. Treasurer's Report

1. Mr. Cumming sent out the Treasurer's Report to the Trustees.
2. Mr. Cumming said there is now \$6,002.02 in the account at North Shore Bank.

3. Mr. Cumming explained the new format of the report. It will be much cleaner. He reviewed the four accounts at Fidelity and the breakdown of the Trust Funds in those accounts.
4. Mr. Cumming gave the total assets as \$138,936.02
5. Mr. Cumming asked the Trustees to think about increasing the scholarship to \$1,000.

H. Director's Report:

1. Presentation of Circulation and Budget Reports - Ms. Gaspar stated 5,889 items were circulated in December. The FY22 figure is about 15,000 over last year's total. The Budget is within all budget lines. Ms. Gaspar verified State Aid in the amount of \$8,331.99 had been received.

2. Program stats - Ms. Gaspar reviewed December programs for all age groups. They continue to have good numbers. Ms. Sloan asked about programming for Tweens in grades 2-6, ages 8-12. Ms. Gminski gave her an overview of programs which are in the planning stage. Information about the Tax Prep program was also reviewed.

3. Building update - The building was professionally sanitized today. Many of the bathroom fans appear to need to be repaired or replaced. There is a problem with the heat in the meeting room. It must be repaired.

4. Emergency Consortium Meeting - A meeting of the Consortium was called because many libraries are having issues with staffing levels and programming due to Covid. There was a discussion by some MVLC members to pull back to curbside. Ms. Gaspar does not want to do this. However, the Flint is experiencing these same issues and staffing is being stretched very thin. Ms. Gaspar decided to prioritize maintaining programming and keeping the library open to 8pm during the week. Ms. Gaspar rearranged staffing schedules to ensure the library could continue to provide services and programs. She made the decision that it would be necessary to close the library on three Sundays in January. There was concern about how this change was communicated to the public and Trustees. Ms. Gaspar said that she will reassess her decision but will not promise to change it.

5. Words of farewell - This was Ms. Gaspar's last Trustee meeting. She thanked all the Trustees who she had worked with over the years. She stated how much she appreciated all their hard work and support.

I. New Business: There was no new business.

J. Approval of Minutes:

1. December 21, 2021 - After corrections made by Ms. Sloan, *Ms. Bambury made a motion to accept the minutes as corrected. Mr. Cumming seconded the motion. All were in favor.*

2. December 20, 2021 - After a correction made by Ms. Sloan, *Ms. Bambury made a motion to accept the minutes as corrected. Ms. Paikos-Hantzis seconded the motion. All were in favor.*

3. December 13, 2021 - After corrections made by Ms. Sloan, *Ms. Bambury made a motion to accept the minutes as corrected. Ms. Sloan seconded the motion. All were in favor.*

4. October 12, 2021 - After corrections made by Ms. Sloan, *Ms. Bambury made a motion to accept the minutes as corrected. Mr. Cumming seconded the motion. All were in favor.*

K. Date for next regular Trustees 'meeting: Monday, February 14, 2022 at 7pm

L. Adjournment: Ms. Stankus adjourned the meeting at 9:52pm.

Respectfully submitted,
Paula Fee, Recording Secretary