



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, April 13, 2020**

The meeting of the Flint Public Library Board of Trustees was held on Monday, April 13, 2020. Due to COVID19 the meeting was held virtually on an internet platform.

Members Attending: Melissa Stankus, Chairperson; Donna Bambury, Gretchen Moreschi and Ann Noyes

Others Attending : Melissa Gaspar, Library Directory and Paula Fee, Recording Secretary.

A. **Call to Order:** Melissa Stankus called the meeting to order at 7:13 PM.

B. **Signing of Bills:** The bills will be signed only by Ms. Stankus, the chairperson. This is because of the Emergency Rules set up by the Commonwealth due to COVID19. She will meet later this week with Loretta to sign the bills.

C. **Approval of Minutes:** *Ms. Bambury made a motion to accept the minutes from February 10, 2020. Ms. Noyes seconded the motion and all were in favor.*

D. Friends of the Flint

1. As of March 11, 2020 the Annual Campaign has raised \$5,550.00 which is \$3,500.00 behind last year. Because of COVID19, Judy is unable to get donations sent to the library. The Friends also felt the lower donation amount was because the form was on the back of the Town letter in the census and many people missed it. There are plans in the future to contact past donors and we will reevaluate this when we get together again. Funds in our current accounts will allow us to fulfill all the financial commitments we have and have voted on for 2020.
2. We discussed several ideas regarding the October book sale because of early voting obligations of the meeting room – further discussion was put on hold until a later date.
3. Thanks to Melissa G. and Loretta, For getting the Friends 'checkbooks to Annie so she can pay performers who offer their programs remotely and pay other commitments.
4. Doug Earp has been contacted and gave a quote for \$2,140.00 for the Spring Cleanup which includes cleaning beds, edging, pruning, mulch and mulch spreading to make the library look nice outside for drivers and walkers. An email vote of the Friends

Executive Committee unanimously voted for the funds for the Spring cleanup. Doug's team will do it this week and/or next.

5. Because of the generosity of our Friends over the years, we are fortunate that we will be able to financially handle this challenging time.

E. Trustees' Report

1. The Trustees has a lengthy discussion about issues related to the Education Stipend. There were questions concerning the funding, how much of the State Aid would be used for the stipends and how much would be left to keep the library going, the process of payment so that the money is not taxed and what part of the applications needed to be kept for library records. After all questions were answered and the Trustees reviewed the applications, *Ms. Moreschi made a motion to allocate \$2,500 to each applicant (Justin and Loretta) for the cost of their college courses. Ms. Bambury seconded the motion and all were in favor.*

The amount of funds that will be available will change each year depending on the amount of State Aid.

2. Ms. Gaspar told the Trustees that the Town Meeting is scheduled for June 10th and the Town Election will be held on June 20th. There was also discussion on nomination papers for the next election.

F. Treasurer's Report

1. Ms. Noyes was able to get all bank account records online.

2. Ms. Noyes told the Trustees that the B.F.Emerson CD came due on April 4. Ms. Noyes rolled it into a 6 month CD at 0.75%. The decision to put the \$60,338.34 into the 6 month CD was a result of a unanimous vote by the Trustees.

3. Ms. Noyes informed Trustees that the 9 month Trustee CD will mature in 6/2020. There is \$50,571.72 in the Trustee CD. The checking account has a balance of \$26,421.30. The total assets - \$137,271.36.

G. Director's Report

1. Ms. Gaspar discussed the Budget. She stated that spending has almost come to a standstill. There is still some bills, i.e. electric, fuel, but the budget is fine. Ms. Gaspar noted that the Town is still paying employee salaries. The Town has also included a new line - the F Line (Furlough). Employees must divide their reported hours by those that they actually worked and those that they did not.

2. Ms. Gaspar said that the hopes of having record breaking Circulation numbers this year will not be happening due to the pandemic. However, the E-book line has increased. An issue has evolved because the supply of on line books is not keeping up with demand. To help solve the issue, all the libraries are donating more money to MVLC so that there can be an increase in E-books.

3. Ms. Gaspar told the Trustees about the virtual programs that staff were running on a variety of internet platforms including STEM, story hour, Anime, cooking, poetry and current event programs. Ms Gaspar has been watching many programs so she can evaluate and give feedback.

4. Ms. Gaspar said that most staff reviews have been completed.

5. Ms. Gaspar stated the FY21 budget will not have to be redone. If necessary, FY20 rates

will be used on a monthly basis until there is a Town Meeting.

6. Ms. Gaspar told the Trustees that Loretta and she attend the LEPC (Local Emergency Planning Committee) that are held twice a week. Derek Fullerton is overseeing the meetings. Included in the meetings are updated national, state and local data, regulations concerning businesses, social distancing and masks. She stated that in cases of COVID19 paramedics will respond first and all cases of the virus will remain confidential.

H. **Next Meeting:** The next meeting of the Trustees is scheduled for Monday, May 11, 2020 at 7:00 PM in the Trustees Room of the Flint Public Library

I. **Adjournment:** With no further business, the meeting was adjourned at 8:20pm.

Respectfully Submitted,

Paula Fee
Recording Secretary