



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, June 8, 2020**

The meeting of the Flint Public Library Board of Trustees was held on Monday, June 8, 2020. Due to COVID19 the meeting was held virtually on an internet platform.

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

Others Attending : Melissa Gaspar, Library Director; Annie Wilton, Liaison to Friends of the Flint; George Cumming, candidate for Trustee; Maria Hantzis, candidate for Trustee; Jake Buccherie, Scout; John Buccherie, father; Jeff Hawkins, Assistant Scout Master; and Paula Fee, Recording Secretary.

A. **Call to Order:** Ms. Stankus called the meeting to order at 7:02PM.



B. **Presentation-** Jake Buccherie is a freshman at Essex North Shore Agricultural Tech in the Electrical Program. He asked to make a presentation to the Trustees because as his Eagle Scout project. He is going to build a 24' curved sitting wall with plaques to honor Historical Society members who served in the Armed Services. The plaques will have the names of Historical Society veterans. This patio will be between the Historical Society and the Library. There will be 1 wall, a 10' round brick patio, a new flag pole and flag, a

dogwood tree and ground cover. His goal is to have the project completed and dedicated by Veterans Day.

The Trustees asked several questions about materials, cost, fundraising, the tree and types of plants. At the conclusion, the Trustees used words like awesome, fabulous and ambitious to describe the project, wished him good luck and offered future assistance.

C. **Signing of Bills:** The bills will be signed by Ms. Stankus, the chairperson. This change is a result of the Emergency Rules set up by the Commonwealth due to COVID19. Ms. Stankus will meet with Loretta tomorrow to sign the bills.

D. Approval of Minutes: *Ms. Bambury made a motion to accept the minutes from the April 13, 2020 meeting. Ms. Moreschi seconded the motion and all were in favor. Ms. Stankus stated that due to a lack of a quorum, the meeting on May 11, 2020 was not an official meeting but she asked if the Trustees saw any changes that needed to be made to the minutes. Seeing none, Ms Stankus said there would be no motion to approve the minutes but they will be made available on line for the general public.*

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

1. Ms. Wilton stated that the Friends are in the process of arranging for gift cards for the summer reading program. The cards will support both the reading program and local businesses. She stated that they were purchasing cards from Richardson's (\$665) and Sol Bean (\$80). Sol Bean very generously donated the gift cards and the Friends are very appreciative of their support.
2. The Friends continue to pay for the virtual programs that the library staff has developed and/or presented.
3. The Friends have paid for the museum passes that will be used for the next year.
4. Ms. Wilton stated that there weren't any issues with funds at this time.
5. Ms. Wilton also told the Trustees that they will re-evaluate the financial situation later in the year when the economy and pandemic improve but for now she believes that there is enough funds to cover costs.

F. Trustees' Report

1. The Town Meeting has been rescheduled for June 24th. The meeting will be held in the Howe-Manning gym and it is believed that attendees can be accommodated safely with appropriate social distancing. The Town is requesting the ability to change the legal quorum because of the pandemic. They have yet to have approval from the Commonwealth. The Town is hoping for the quorum to be of 30-40 people instead of the current 100. All attendees will be required to wear a mask.
2. The Town Election will be held on Saturday June 20. There are two candidates, George Cumming and Maria Hantzis who are running for the two open Trustees positions. George is a write-in candidate.

G. Treasurer's Report (Ann Noyes)

1. Ms. Noyes had to leave the meeting prior to giving her report. However, before the meeting, she had emailed the report to all the Trustees so that they could review it.
2. There was little change since last month except for interest.
3. It was noted that the CD at North Shore Bank will come due on June 11. Ms. Bambury noted that the interest earned from the accounts was more than adequate to cover the Annual Scholarship. Several Trustees felt that the CD interest rate will be very low and most likely a short term CD or bank account would be best. The Trustees had a lengthy discussion and at the end of the discussion *Ms. Moreschi made a motion that Ms Stankus should contact Ms. Noyes and they could get more information from the bank and then decide whether to rollover the CD or make necessary adjustments. Ms. Bambury seconded*

the motion and all were in favor.

H. Director's Report

1. Presentation of Circulation Report - Ms Gaspar showed the difference in this year's circulation (664) compared to May of last year (6,954). She said that with the virus they were still working very hard but the library closure due to the pandemic resulted in large differences in circulation figures.

Ms. Gaspar included a list of the virtual programming and the number of people who watched live or later from the posted programs. There was over 90 programs and many had high attendance rates. The Children's yoga program was put on hold as the presenter wanted to have an in-person program, not a virtual one. The staff will fill that time with another program.

The Trustees had questions about book and video checkouts while the library was closed. Ms. Gaspar felt that it was probably staff checking out material for preparation for the programs or use in the programs but she would check on it and get back to the Trustees. The Trustees also questioned the number of people coming in and out of the library. Ms. Gaspar stated that the door count was staff, custodians, and contractors (electrician and plumber). The number was also high because of deliveries. The library is temporarily being used to store equipment and materials that will be necessary to safely reopen various departments under state requirements. Ms. Gaspar felt the best metric to use is Circulation but she is required to have both Circulation and door count figures for the MA Board of Library Commissioners.

Ms. Gaspar also informed the Trustees that the Commissioners have not changed requirements during the pandemic. Therefore, passive programs will not be counted as "live" programs. But the passive programs were popular and helped people stay engaged. She also said that her staff was trying to stay in contact with people, keep them engaged and ask them for suggestions for programs. She said they were getting good feedback.

2. Presentation of Budget Report - Ms. Gaspar stated she was told to freeze the budget and only spend what was absolutely necessary. At the moment money is going out for bills (ex. contractors, electricity) and purchasing books.

There is a new line item for CARE funds in the amount of \$20,000. This is to help offset the costs of equipment/materials for Covid response. Ms. Gaspar stated that they must have receipts for every purchase and only \$3,000 had been used. She was not sure if that total figure was specific for the library but would find out and get back to the Trustees.

In addition, she said that they were within the budget.

3. Building Repairs - Ms. Gaspar said both water heaters were leaking, and had to be replaced. She had a contractor who was completing that project and there was enough money in the repair line to cover the cost. She also stated that they had changed over from heat to air conditioning, that LED lights had been installed in the Children's Craft area, the library grounds had been finished and a number of inspections have been completed.

4. FY21 Library Budget update - Ms. Gaspar stated that unless there is a Town Meeting she will be working with a 1/12 budget based on FY20 figures. She is hoping for passage of the new budget to have 5 additional hours for outreach and for the staff raises.

5. Curbside Pickup Procedures - Patrons may submit requests for Flint Public Library items through the online catalog or by calling the library at 978-774-8132. Patron requests are limited to five items per library card, and families will be limited to one pick up appointment

per week so that our limited staff may accommodate as many patrons as possible. Curbside Service will be offered from 2:00-6:00 pm on Tuesdays, Wednesdays, and Thursdays in 15-minute pre-scheduled appointments.

The library staff on duty will follow recommended guidelines from state and local health departments when filling the requests. Items will be placed in a paper bag with the patron's name on it.

When the order is ready, staff will call the requesting patron and confirm a pick-up time and date. The patron will be asked to provide some identifying information, such as the color of their car. Requested materials will be placed outside the library's main entrance for patrons to pick up at their scheduled time and date. If people miss their designated pick-up time, they are asked to call the library to reschedule. The staff try to accommodate them on the same day if possible.

Pick-up times are spaced so that a minimum number of people are at the library entrance at the same time. When picking up, patrons may be asked by library staff to confirm their name while maintaining social distance to avoid receiving the wrong order. Patrons are required to wear facial coverings when coming to pick up their order.

We are only circulating items that have been quarantined for the time recommended by state and local officials, but we recommend patrons quarantine items at home for several days. The staff also asks patrons to wash their hands before and after using library materials.

Ms. Gaspar said the curbside pickup is going very well and she will add hours if necessary.

6. Masconomet Yearbook digitization - Ms. Gaspar said that every 5 years the yearbook has been digitized and it is time to do it again. She asked the Trustees if state funds could be used. It would cost a little over \$100 for each year. After a brief discussion, ***Ms. Moreschi made a motion to allocate no more than \$600 from State Funds to pay for the digitization of the 2016-2020 Masconomet yearbooks. Ms. Bambury seconded the motion and all were in favor.***

Ms. Gaspar will send in the hard drive to get the materials completed by Boxford and Topsfield down loaded and request that the Tri-town Transcripts be put on the hard drive as well.

8. Other Business -

a. Ms. Gaspar was asked about the library opening. She stated that she doesn't know when the library will open. During Library Phase 3 people will be allowed in on a limited basis. Library Phase 3 is not equivalent to Commonwealth Phase 3. She said the library will continue with Curbside pickup until at least the July 4th weekend.

b. Ms. Gaspar was asked about staff. She said that she was hopeful they would retain all staff. She stated that all pages are seniors and will probably leave when they head off to college.

Staff must follow a specific safety regime each day. They must take their temperature in the morning, wear protective gear, and clean their area on a regular basis.

Since they are starting slowly, Ms. Gaspar hopes they will get used to the new protocols - talking on the phone with a mask on, typing with gloves, etc.

c. Ms. Bambury reminded everyone to vote and Ms. Gaspar said she will send out another Constant Contact reminder just before the election.

I. Next Meeting: The next meeting of the Trustees is scheduled for Tuesday, July 14, 2020 at 7:00 PM. It will be another Zoom meeting. Ms. Stankus explained the procedure to be sworn in as a new member and reminded everyone that reorganization and election of officers will take place at the next meeting.

J. Adjournment: With no further business, the meeting was adjourned at 8:22pm.

Respectfully Submitted,

Paula Fee
Recording Secretary