

**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Tuesday, July 14, 2020**

The meeting of the Flint Public Library Board of Trustees was held on Tuesday, July 14, 2020. Due to COVID19 the meeting was held virtually on an internet platform.

Members Attending: Melissa Stankus, Chairperson; and Donna Bambury, George Cumming, Gretchen Moreschi, and Maria Paikos-Hantzis.

Others Attending: Melissa Gaspar, Library Directory; Loretta Johnson, Assistant Director; Annie Wilton, Friends of the Flint; and Paula Fee, Recording Secretary.

A. **Call to Order:** Melissa Stankus called the meeting to order at 7:04 PM. The Trustees and Ms. Gaspar welcomed the two new members to the Board - Mr. George Cumming and Ms. Maria Paikos-Hantzis.

B. **Signing of Bills:** The bills are signed by Ms. Stankus, the chairperson. This is because of the Emergency Rules set up by the Commonwealth due to COVID19. Ms. Stankus has already met with Loretta to sign the bills.

C. **Approval of Minutes:** *Ms. Bambury made a motion to accept the minutes from the June 8, 2020 meeting. Ms. Moreschi seconded the motion and all were in favor.*

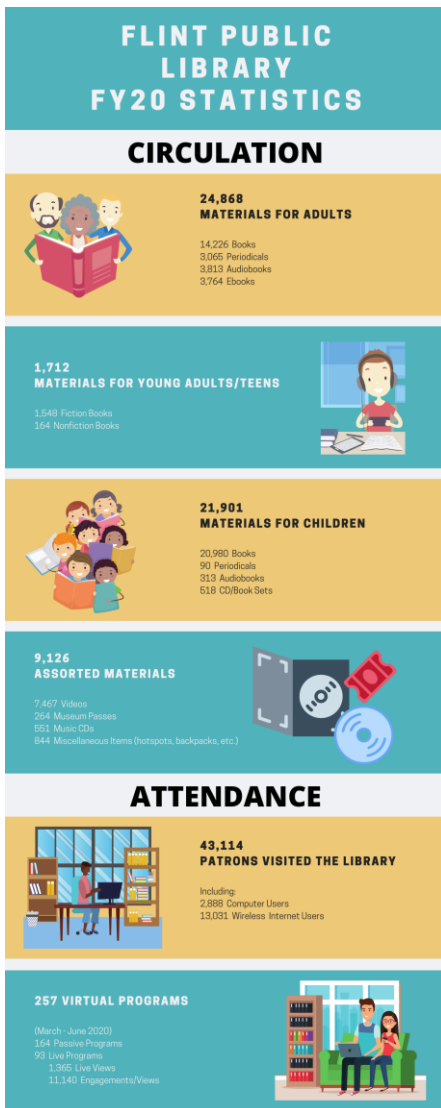
D. **Friends of the Flint** (presented by Ms. Wilton)

1. The Friends don't normally meet during the summer but Ms. Wilton has been sending updates each month. She will be doing the same this month adding Ms. Johnson's graphic.
2. Ms. Wilton made a \$850 deposit which has added a total of \$1,600 to the Annual Fund since March. The total amount for this year is running behind for several reasons including the form's location on the back of the Town's census mailing and the pandemic.
3. Ms. Wilton stated that now is not the time to be sending out requests for donations. The Friends will look at what to do and develop a plan for later in the year.
4. With Ms. Gaspar's assistance, Ms. Wilton developed an insert for the Thank You notes. The insert has an outline of on-line library activities and outreach/assistance available to patrons.

E. Presentation of Circulation and Budget Reports (Ms. Johnson)

1. Ms. Johnson did an in depth explanation of the Circulation and Budget Reports for FY20 and FY21. She started with the Circulation Report by putting a copy on the screen.
2. Ms. Johnson broke down what was covered in each line of the circulation report and what the figures represented. For example, Overdrive total figures cover audio, ebooks, video and periodicals which are also listed individually with data. Computer total usage is listed but is also broken down by age groups.
3. There is still a question about reporting virtual, views, and passive numbers. MVLC sends out a monthly spread sheet but it is still not determined what numbers will be accepted by the state.
4. Ms. Moreschi asked about one virtual program. It was explained that the cost (\$2,000) and the low number of participants (20) was cost prohibitive.
5. Ms. Johnson went into detail about some of the numbers in categories during the closure of the library. One example was the reopening of state parks resulted in the few passes that were borrowed.
6. Ms. Johnson also explained in detail as to what was covered in each line. One example was the registration line. This figure identifies the number of new library cards.
7. Attendance figures were also explained. Total attendance was broken down by door and outreach. Individual programs were listed by sessions and attendance. So Story Hour would be listed as 34 sessions/253 attended. Numbers are filled in for each month and those numbers are compared month to month and year to year.
8. This year numbers in Circulation and Attendance are down due to the pandemic.
9. Ms. Johnson continued by putting the Budget Report on the screen. She explained this in detail. She showed how it was broken down by month and by monthly warrant.
10. Ms. Johnson showed how the budget was broken down by areas (i.e. services, supplies, payroll) and each of these are broken down further. Services include 10 lines including postage, contractual and fuel. Each line has its own budget, but when necessary money can be moved between certain lines. Some budget lines are separate - State Aid and Payroll.
11. The FY21 has an additional line item because of Covid19. It is FEMA funds for purchase of supplies that can be used to help keep staff and patrons safe. The money must be spent and then bills turned in with a request for 75% reimbursement. Ms. Johnson is also assisting the town in purchasing supplies but she assured the Trustees that these funds are not coming from the library budget.
12. Ms. Bambury asked about the money left in the payroll line. Ms. Gaspar stated that it was a result in change of staff and a different pay scale.
13. Ms. Stankus asked about the status of Pages. Ms. Gaspar stated that she already had some applications and would be reaching out for more. She hoped to interview in August. She stated it is difficult to hire anyone under 16 as they can't work at night and she wants Pages to be able to have a flexible schedule.
14. Ms. Johnson explained that the library can not overspend in services, supplies and other line items. This year there was \$7,109.41 left in the budget. Normally there is a minimal amount of money left at the end of the fiscal year but the Town put a freeze on spending. Ms. Gaspar has requested that \$5,000 of that money be used to replace the photo copier if these funds become available.
15. Ms. Johnson asked if the Trustees wanted any changes in these reports and they stated that that wanted things left as is.

16. Ms. Johnson went over the following infographic.



F. Trustees' Report

1. Ms. Stankus stated that it was necessary to reorganize the board because tonight is the first meeting since the election. She asked for nominations or volunteers for the following officers - Chairperson, Vice-chairperson/Secretary and Treasurer. After a brief discussion in which Ms. Stankus explained the role of each officer, Trustees nominated or volunteered for each position and ***Ms. Bambury made a motion to elect Ms. Stankus as Chairperson, Ms. Bambury as Vice-Chairperson/Secretary and Mr. Cumming as Treasurer. Ms. Moreschi seconded the motion and all were in favor.***

2. Ms. Gaspar's three-year contract was up in April 2020. Due to the pandemic and the ramifications of covid, the Trustees put off discussing renewal of her contract until this meeting. Ms. Gaspar expressed her desire to continue in her position as she has more that she wants to accomplish. With little discussion, Ms. Stankus asked for a motion. ***Ms. Moreschi made a motion to renew Ms. Gaspar's contract. Mr. Cumming seconded the motion and***

all were in favor.

3. Ms. Gaspar will contact town hall to update the Trustees names on their website. She will also do the same for the library website.

4. Three Trustees had to participate in the Conflict of Interest Training. Ms. Gaspar also stated that she had a Trustee Handbook and access to an online training. These are not mandatory but she will make them available to the new Trustees.

G. Treasurer's Report

1. Ms. Stankus and Mr. Cumming will meet with Ms. Noyes to get current information on the accounts, an overview of the position and to arrange for a change in signatures at the bank.

2. Ms. Gaspar stated that no checks have been written in the past month and she believed that the balances would be approximately the same with just interest added.

H. Director's Report

1. Ms. Gaspar noted that the Circulation and Budget Reports were already presented in detail by Ms. Johnson.

2. Library Budget - At the Town Meeting on June 24, the library budget was approved. However, if expected State Aid does not come in then there might be cuts to every budget across the Town. In addition, the Town plans on reassessing this Fall.

3. Building Report - Last month two water heaters were repaired. Ms. Gaspar was surprised when a third water heater broke this month flooding the Children's Room. It was fixed last Friday. All the water heaters had a ten-year lifespan. All lasted for thirteen years.

4. On-Line Programming - Ms. Gaspar sent the Trustees a spreadsheet of all the activities during the past month. It included the date of program, presenter, name/type of program (which showed a wide variety of activities), internet platform and number of participants if those figures were available.

5. Reopening Plan - Ms. Gaspar will be attending a state-wide meeting tomorrow to discuss library opening.

a. Ms. Gaspar stated that employees are now back in the building and getting comfortable with all the policies and procedures put in place as a result of the pandemic. She believes that it is important to get the staff comfortable and prepared before doors open to patrons.

b. Curbside pick-up has already begun and hours will be expanded as necessary.

Procedures are in place to ensure the health and safety of both staff and patrons.

c. This Friday, there will be a vote to restart the inter-library loans. Ms. Gaspar feels that it will pass but wanted Trustees to know that because of a backlog it will take at least a week to get things back in place. At this point, there are over 600 request daily on the pull list so there will be an adjustment period.

d. Both Ms. Gaspar and Ms. Johnson are working on a tentative August 11 start to library computer usage. Currently they are floating several ideas but the thought is to set up socially-distanced stations in the meeting room. Library patrons will need to set up an appointment and will be given a time slot. Between usage it will be necessary to sanitize the area. They are trying to develop a plan like screen-sharing as many patrons need computer assistance.

6. Ms Stankus asked the Trustees about having the August meeting on Monday instead of moving to Tuesday as they usually do during the summer. Trustees agreed to keep it a Monday meeting.

H. **Next Meeting:** The next meeting of the Trustees is scheduled for Monday, August 10, 2020 at 7:00 PM. The meeting at this time is planned as a virtual meeting due to the pandemic.

I. **Adjournment:** With no further business, the meeting was adjourned at 8:58 pm

Respectfully Submitted,

Paula Fee
Recording Secretary