



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, September 14, 2020**

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

NOTE: Due to the COVID-19 outbreak, this meeting will be held via ZOOM, an Internet-based meeting space. It is the intent that the virtual meeting space will be made accessible to the public. For those who are not able to attend, meeting minutes of the meeting will be posted on the library website and the town website after the meeting. To join the meeting click on the Zoom Meeting Link or you may join by calling the phone number below. You will be asked for the Meeting ID and password.

Flint Public Library Director is inviting you to a scheduled Zoom meeting.

Topic: Board of Trustees

Time: Sep 14, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88178949524?pwd=b0R3aGZlQU50RkVJSkd1ZXBHUDc4dz09>

Meeting ID: 881 7894 9524 Passcode: 505475

Or phone in:

+1 646 558 8656 US (New York)

Meeting ID: 881 7894 9524 Passcode: 505475

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

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

A. **Call to Order:** Melissa Stankus called the meeting to order at 7:01 PM.

B. **Signing of Bills:** The bills will be signed tomorrow by Ms. Stankus, the chairperson. She is the designated signer because of the Emergency Rules set up by the Commonwealth due to the continuing pandemic.

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

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

1. Ms. Wilton said the Friends had their first Meeting since March via Zoom.
2. Ms. Wilton said that the Friends have raised \$7,250 in the Annual Campaign. This is \$3,100 less than this time last year but under the circumstances a very good total.
3. The Friend's financial situation is very good and without any further donations, there is enough money to cover programs for 2020 and 2021.
4. The Friends decided that they will not solicit any more funds directly during the rest of this year. They will send out a letter to all those who have donated as well as a Constant Contact. It will update what is going on at the library, have a quote from a parent and give information about programs like the Book Bundle. If individuals want to donate then, they can.
5. The Friends covered expenses totaling \$6,615 from April to the end of July.
6. A decision was made not to do the Book Sale this year as it would be very difficult to do safely under the current circumstances.
7. Neighbors-in-Need will be doing all gift cards this year. Judy will do everything earlier giving parents and guardians time to purchase what the children want. They will be asking for donations of gift cards, checks, or cash.
8. The Friends approved Jessica's winter budget of \$900. Included in the activities and programs will be a virtual Noon New Year's Eve Party on Zoom.
9. The Friends are supporting a Halloween Art Contest. Submissions will be accepted between October 1-23. People can go on the library website to vote between October 25-31. There will be a 1st Prize and a runner up. Prizes will be gift cards from Maggie's and Sol Bean.
11. The Friends had already paid for a Library Pass for the Museum of Science but the Museum decided not to have passes this year and returned the payment. It was also decided not to do the Children's Museum pass this year. The Friends believed not enough library patrons would use the pass due to Covid. Finally, a decision was made to continue the PEM pass as the museum has set up strict safety regulations for staff and patrons.
12. Ms. Wilton and Ms. Gaspar are going to redo the Welcome Letter to new households. It will include how to get a library card, how to contact the library and access online resources. There are currently 69 new households in Middleton (January - August). The Friends will coordinate with Joanne Colosi who does the Welcome Wagon.
13. The Friends moved the Building Funds to a Fidelity account. Even during this rough time, the account has increased by over \$10,000.

E. **Trustees' Report**

1. The Trustees reviewed the Educational Stipend request that they had received. Ms. Stankus explained the Educational Stipend Policy to the new members of the Trustees. This was followed by a discussion on the application, State Funding, and an appropriate stipend to pay for courses that had been taken by a library employee. Ms. Gaspar stated that the State Aid in March totaled \$6,693. The next funding package will arrive in November. She continued by stating that the funding this year will probably be all right. However, there might be issues next year because of the state budget and the formula for distribution of funds is dependent on circulation numbers, etc. which are much lower due to the pandemic. After a lengthy discussion, *Ms. Paikos-Hantzis made a motion to give an educational stipend of \$3,000 to Ms. Johnson and have an allotment of \$6,000 for the fiscal year.*

Ms. Bambury seconded the motion and all were in favor.

2. The Trustees reviewed *Policy #4, By-Laws*. The policy had been reviewed at the last meeting. Ms. Moreschi made some grammatical corrections so that it could be reviewed tonight. Ms. Stankus said it was important to review *Policy #4*, Ms. Stankus asked the Trustees if they felt any other changes were needed. Seeing none, ***Ms. Bambury made a motion to approve Policy #4, Trustees By-Laws as written. Ms. Paikos-Hantzis seconded the motion and all were in favor.***

3. The Trustees reviewed *Policy #12, The Friends of the Flint Policy*. The Friends had made a number of changes to the policy at their last meeting. The Trustees agreed with the changes and wanted the policy to state 'Library is located in Middleton MA'. After the brief discussion, ***Mr. Cumming made a motion to approve Policy #12, The Friends of the Flint Public Library in Middleton MA as amended by the Trustees. Ms. Bambury seconded the motion and all were in favor.***

F. Treasurer's Report

1. Mr. Cumming now has his signature on the accounts at North Shore Bank. He noted that a \$500 check for the Masconomet scholarship and marginal interest were the only changes in the account balances.
2. Mr. Cumming also noted that the accounts can't be in Quicken as he doesn't have access to that application. He will meet with the bank to see what can be done to give him access to those accounts.
3. It was mentioned that the Emerson Fund date was in error and Mr. Cumming stated that it will be corrected.

G. Director's Report

1. Circulation Report - Ms. Gaspar sent the Trustees a copy of the Circulation Report. She stated that circulation is approximately 1/3 of last year's figures but under the safety steps that are in place, it is totally understandable. She stated that walk ins and picking up holds is on the uptick and that people seem pleased with the hours.
2. Jessica put into place a program called Book Bundles. Parents or guardians can email the age of the child, their interest, favorite authors, etc and then Jessica will select five books that meet the criteria and bundle them for pickup. The number of bundles is increasing and includes prenatal and teacher resources. It should be noted that other staff are initiating Adult Bundles and Teen Bundles.
3. Summer Reading - Ms. Gaspar stated that there were 160 children, 17 teens and 70 adults who participated in the Summer Reading Program. She noted that only about a dozen adults completed the program.
4. Online Programs. - Ms Gaspar sent out and went over an outline of online programs. It was very extensive and she stated that some people watch the programs over and over which helps with statistics.
5. Budget - Ms. Gaspar sent out a copy of the budget to the Trustees. She stated that the budget was well within limits and there weren't any issues. Mr. Cumming inquired why the book line jumped about twice as much in spending this past month. Ms. Gaspar explained equipment like computers that are used mostly by patrons can be purchased in this line. Since the library has arranged having computers usage by appointment in the large conference room, it was decided that a copy machine would be necessary for that area. The

extra money in the book line was spent on that copy machine. Ms. Gaspar also said that only 20% of this line can be spent on technology.

6. Middleton Cable and North Shore Magazine - Ms. Gaspar showed the North Shore Magazine to the Trustees and the article on the library. She also discussed working with Mr. Adam Stone, who oversees the local CATV station. They are discussing an idea to put together a series of TV infomercials. The thought is to do them on Zoom, with Ms. Gaspar presenting the first few and then possibly other staff. These infomercials would then be broadcast on the local CATV station through Comcast and Verizon. Ms. Gaspar said the first program will be airing in September.
She is also working on having archived material assessable through links for public use. Ms. Gaspar reiterated the importance of the letter going out through the Friends and stated that they will be working closely with the Welcome Wagon (Ms. J. Colosi).
7. Building Update- Mr. J. Gove is planning to do some work on the Library main door. He had started last Fall but rainy weather interrupted his work. He is putting on a natural finish with a stain of 'golden oak'. Mr. Gove and Ms. Gaspar are hoping to find a door protectant that will last longer.
There is also a section of the wall in the original building, near the stairs to the genealogy computer. that is pulling away. It has bowed out about 1/2". Ms. Gaspar has called Mr. S. Fitzgerald, the Building Inspector to determine what needs to be done.
Finally, a broken door lock has been repaired.
8. Staff changes - Ms. Kelly Potter has given her notice. She has been here less than nine months but she and her husband are moving back to Arizona. She will be leaving the library on September 24. Ms. Gaspar will be posting the position tomorrow.
9. Other concerns/questions -
 - a. Browsing for adults by appointment might start in the Fall after new staff is hired.
 - b. Computers are now available to the public by calling for an appointment. Things have not been going as smoothly as possible so Ms. Gaspar will be posting an advertisement and guidelines in the October newsletter in hopes of improving computer accessibility and community understanding of regulations.
 - c. Early Voting will be taking place in the Library from October 17-30. The voting will take up the entire meeting room. Everything will have to be moved out of that room (computers, bins, etc.). The library still needs the door for pickups. Patrons enter via main door and exit through side door. Ms. Gaspar will have to coordinate with the Town Clerk on safety issues.
 - d. Ms. Gaspar informed the Trustees that the latest research shows that the virus can remain on surfaces like plastic for up to six days. Therefore, to be safe, the library is quarantining books, CDs, etc for one week.
 - e. Ms. Gaspar indicated that they are still doing curbside checkout when requested.

H. Next Meeting: The next meeting of the Trustees is scheduled for Tuesday, October 13, 2020 at 7:00 PM.

I. Adjournment: With no further business, the meeting was adjourned at 8:35 PM.

Respectfully Submitted,

Paula Fee
Recording Secretary.