



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Tuesday, October 13, 2020**

NOTE: Due to the COVID-19 outbreak, this meeting was 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.

Melissa Gaspar is inviting you to a scheduled Zoom meeting.

Topic: Board of Library Trustees Meeting

Time: Oct 13, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting by clicking on the link below

<https://us02web.zoom.us/j/85812161462?pwd=cW1JZ2NudElkY3ZXbUh1VmRzQWNlQT09>

Members Attending: Melissa Stankus, Chairperson; Donna Bambury, George Cumming, Gretchen Moreschi 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 7:04 PM.

B. **Signing of Bills:** Ms. Stankus, the chairperson, signed the bills today. She also signed the Report for State Funding. 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 September 14, 2020 meeting. Ms. Paikos-Hantzis seconded the motion and all were in favor.*

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

1. Ms. Wilton said she had nothing to report as the Friends will not have their meeting until tomorrow night. She stated that she will give the Trustees an update at their November meeting.
2. Ms. Wilton reiterated that the Friends financial situation is still very good.

E. Trustees' Report

1. The Trustees reviewed *Policy #14, Selection Development Policy and Policy #15 Request for reconsideration of library materials*. There was a lengthy discussion on these policies. It was noted that all policies are reviewed on a regular basis and it takes 5-6 years to completely review all of them. Ms. Stankus spent some time explaining the two policies and Ms. Gaspar stated that *Policy #14* was one of two policies that all libraries in Massachusetts are required to have in place.

The second area of discussion covered the fact the Trustees have the final say on requests for reconsideration. This would happen if a patron did not accept Ms. Gaspar's decision. Ms. Gaspar stated that during her tenure, there hasn't been an issue at the Flint but there have been requests at other libraries, as well as at the Flint before Ms. Gaspar became the director.

The third area discussed was whether the library ever stopped someone from checking out age inappropriate materials. Ms. Gaspar stated that no one is stopped from checking out any materials. She also said that many books and materials have a sticker that indicates that it is inappropriate for under 14, and that she believes parental guidance should be the ultimate rule as to what is acceptable for their child to read.

Finally, there was a discussion on whether the two policies should remain separate or be combined as *Policy #15* is just the form that goes with *Policy #14*. The Trustees asked Ms. Gaspar what she preferred and it was determined that the policies be combined. ***Ms. Stankus asked for a motion to approve Policy #14 by including Policy #15 into the scope of Policy #14 and eliminating Policy #15 as a separate policy. Mr. Cumming made the motion. Ms. Bambury seconded the motion and all were in favor.***

2. Ms. Gaspar, Ms. Stankus and Mr. Cumming attended the Board of Library Commissioners training program for Trustees. Mr. Cumming stated that it was a very worthwhile program with a lot of information and he felt it was very helpful for new Trustees.

F. Treasurer's Report

1. Mr. Cumming had sent out the Treasurer's Report to the Trustees. He quickly reviewed the report and indicated that there were only minor changes.

2. Mr. Cumming discussed his search for the best location for the Emerson Fund CD that was coming due. Under the current uncertain circumstances and the very low interest rates, he believed it would be best to put the Emerson Funds into a CD for just 6 months with a .449% interest rate. ***Ms. Stankus made a motion to follow Mr. Cumming's recommendation and put the Emerson Funds into the six month CD. Ms. Moreschi seconded the motion and all were in favor.***

3. Mr. Cumming stated that if rates rise during the six-month period of the CD he will have one opportunity to bump up to the higher rate. He also said he should get the paperwork tomorrow and will put the money into the six-month CD.

4. Mr. Cumming stated that he is getting all statements online. Ms. Gaspar is getting the paper copies of the statements at the library and will make arrangements to get them to Mr. Cumming.

5. Ms. Gaspar told the Trustees that the library had purchased three books for the Library of America series. The cost was \$55.52 and needed to be paid from the Malone Fund. She will get the bill to Mr. Cumming who can pay the bill with a check from the Malone Fund.

6. Ms. Wilton suggested that Ms. Gaspar give Mr. Cumming official library stationery and envelopes. Ms. Gaspar said she would also include postage stamps.

G. Director's Report

1. Circulation Report - Ms. Gaspar sent the Trustees a copy of the Circulation Report. She stated that circulation is approximately 1/2 of last year's figures but under the safety steps that are in place, it is totally understandable. She stated that circulation used to be 1/3 but is now on the uptick and that people seem pleased with the hours for curbside pickup. In addition, Ebooks have seen an increase over last year's numbers as well.

Ms. Gaspar stated that she would send the Trustees a copy of the ARIS and Financial Reports. She also stated that she was now aware as to which programs would be counted in the formula for State Aid. They include live programs (Zoom, Facebook), posted programs and pre-recorded programs. However, she believes that programs that don't meet the standards for the formula are still important community outreach and should continue to be offered.

Ms. Gaspar also told the Trustees that the staff is getting a lot of positive feedback. Mr. Cumming asked about the wireless access numbers. It was explained that data was a combination of the computers set up in the conference room and those patrons who come to the parking lot and access the library wireless from there. Ms. Gaspar indicated that if laptops or phones have logged onto the WiFi then it will automatically be able to log into the system. Ms. Gaspar said that she is very happy with the amount of computer use and hopes to increase that figure after advertising next month.

Finally, there was a discussion on the hours for curbside pickup. Ms. Gaspar planned to increase hours after the completion of early voting and the hiring and training of new staff. It was noted that new safety processes, protocols and procedures are adding much more work for staff.

2. Budget - Ms. Gaspar indicated that the budget is well within limits. Greatest savings are in copier paper and office supplies. Cleaning supplies are very important and Ms. Gaspar notes that the Town will cover the cost of sanitizing the areas used for Early Voting. Trustees were concerned what would happen if the budget was not spent down. Ms. Gaspar believes that many departments will return money at the end of the year and she hopes that those funds will be available for FY22 and FY23 when budgets will probably be much tighter.

3. Programs - Ms. Gaspar sent the Trustees a list of the programs from last month. She noted the variety of programs, the number and breakdown of programs, and participation. She spoke about several groups including Cooking with Kelly, and the Gratitude Group.

4. Building - Ms. Gaspar said that the HVAC was changed over and the duct work was looked at. The custodians cleaned the ducts as much as possible.

There is also a roof leak over the DVD/CD section. The area has been covered with plastic and she hopes it will be repaired as soon as possible.

4. Staff Changes - Ms. Gaspar had notified the Trustees that Ms. Kelly Potter would be leaving to move to Arizona. Before she leaves she will complete several more Cooking with Kelly programs for future broadcast.

Ms. Gaspar also said that she has hired Mr. Russell Grossman for the Circulation Desk. He has ten years of experience at the Peabody Public Library. This is the second time he applied for a position at the Flint. Ms. Gaspar believes he will be an excellent addition to

the team. He had a part time position in Peabody and will now be full time with benefits. He will be starting work on Thursday.

H. Next Meeting: The next meeting of the Trustees is scheduled for Monday, November 9, 2020 at 7:00 PM.

I. Adjournment: With no further business, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,

Paula Fee
Recording Secretary.