



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Tuesday, November 9, 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. No members of the public attended the meeting.

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 Starcia Melara, Interim Recording Secretary.

A. **Call to Order:** Melissa Stankus called the meeting to order at 7:04 PM.

B. **Signing of Bills:** Donna Bambury, signed the bills today as Melissa Stankus was not available. Donna also signed the Report for State Funding. Only one designated signer needs to sign the warrant because of the Emergency Rules set up by the Commonwealth due to the continuing pandemic.

C. **Approval of Minutes:**

MOTION: Ms. Bambury made a motion to accept the minutes from the October 13, 2020 meeting, with the following edits:

- On pg. 2 there should be a “period (.)” placed after Mr. (addressing Mr. Cumming)
- Section F4 the words on line should be combined to form one word “online”
- After the words “Ms. Gaspar indicated...” it should say laptop or telephone

Ms. Paikos-Hantzis seconded the motion. All were in favor. Therefore, **the motion carried.**

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

1. Ms. Wilton stated the Friends next meeting would take place on Wednesday evening.

2. Ms. Wilton reiterated that the Friends financial situation is still very good and in a good position to continue to help support library programming. She continued on with the following points being made:
 - Annual Campaign funds are at \$7350.
 - The Curvy Foundation has confirmed that they will continue to make donations as they have in the past -\$3,000 donated to the Friends, \$1,000 for the Neighbors In Need program, and \$1,000 for the Food Pantry
 - Annie is planning to send out an enewsletter to the public with a “soft-request” for funds to be included in 2020 donations
3. The Friends Building Campaign Funds are being used to pay for the fall cleanup and pruning around the property by Doug Earp.
4. The Friends group will review and update the Annual Campaign form that goes out with the census.
5. Customized mini-calendars with pictures of the Library have been ordered and they should be received by Thanksgiving. The Friends are currently using www.customcalendars.com to create them.
6. The Neighbors In Need program is doing well. Judy reported that they have received numerous gift cards and financial donations.
7. North Shore Magazine printed a lovely article with Melissa Gaspar in its September issue. The article states that Middleton was rated in the “Top 8 Neighborhoods.” Suggestions were made to disseminate the article around town via numerous avenues.

7:22 PM - Meeting was hacked and Ms. Gaspar reached out to members with a new, secure login.

7:25 PM - Meeting resumed.

Trustees’ Report

1. The Trustees reviewed *Policy #16, Trust Fund Investment Policy*.
2. Discussion was held around what current interest rates are, what investment funds would be best, and how aggressively should investment be. Some concerns were expressed about keeping the current portfolio “as is” for now as there are many variables due to Covid and the latest election, etc.
3. Ms. Stankus explained the guidelines of investing.
4. Some grammatical edits to the policy were suggested as follows:
 - 1st paragraph on pg. 3, in the last sentence - edit the misspelling of “principle”
 - Section 5 - “...intended that the principal is not spent.”
5. Ms. Wilton reinforced that The Friends have had good luck investing funds. She also stated that it was, in fact, the guidelines provided within this policy that helped guide the Friends group in their investment decisions.

Ms. Stankus asked if there was anything else anyone would like to discuss regarding the policy. No one wished to discuss the policy further so she called for a motion.

MOTION: Ms. Moreschi made a motion to amend the policy with grammatical changes. Mr. Cumming seconded. All were in favor. Therefore, the **motion carried**.

Treasurer's Report

Mr. Cumming had sent out the Treasurer's Report to the Trustees. He quickly reviewed the report and indicated that there were no changes.

Discussion was held regarding rolling over the current Emerson Fund CD for an additional 9 months. The Trustees agreed to allow Mr. Cumming to research the rates and products and decide the best place to invest it.

Mr. Cumming asked the trustees to explain both histories of the B.F. Emerson Fund and the Emerson Fund. Ms. Gaspar answered that:

- The B. F. Emerson Fund was an initial donation of \$10,000 from Benjamin Franklin Emerson to the Flint Library. The interest was to be used to purchase books or hire a librarian. The principal was to be kept intact. Funds have been previously used for special purposes, annual events, etc.
- The Emerson Fund is a collection of contributions made from other members of the Emerson family used to sustain the Library. There is not a specific outline on how the money was to be used.

Ms. Wilton asked if Ms. Gaspar would be able to locate the original paperwork for the B. F. Emerson Fund to share with the Trustees. Ms. Gaspar agreed and will try to provide it for the meeting in December.

MOTION: Ms. Bambury made a motion to renew the CD as Mr. Cumming sees fit, based on current interest rates. Ms. Moreschi seconded. All in favor. Therefore, **the motion carried.**

Director's Report

Circulation Report

1. Circulation Report was not available at the time of this meeting. Ms. Gaspar will provide it to the Trustees as soon as it is available.

Budget Report

1. Ms. Gaspar stated that the town said they would be receiving the state aid they had been anticipating, along with a 1% increase. Notice about state aid is usually received in mid-November, so the information should be received shortly.
2. The Library received a Small Libraries in Network Grant for FY22. It is \$2,500.

Library Programs and Services Update

1. Ms. Gaspar shared a Covid update and the new mask mandate for inside the office. The only exception is when someone is eating.
2. Ms. Gaspar discussed the programs offered at the library and that the numbers of participants have increased.
3. The Halloween dance party was a success and had approximately 90 attendees. She thanked The Friends for helping to fund that. Ms. Wilton added that she received a lot positive feedback from participants and said it was a very special time.
4. A "Noon-years-eve" party will occur again this year. This is a great program for parents and young children to celebrate New Year's Eve without having to stay up until midnight.
5. Teen programs have low participation numbers mainly due to the following:

- Current state of schooling has become all-encompassing to students
 - Online fatigue may contribute to teens not wanting to engage online in their free time.
6. Walk-in holds pickup is available Tues Wed and Thurs from 10am to 6pm.
 7. The Life Is Good headquarters contacted Melissa to let us know that they have created a teacher's resource kit to bring the ideas of the Life is Good books to K-5th Grade. The LIG book was a community read and Ms. Gaspar believes will have a wide and transformative influence in schools everywhere. She is very excited for the big launch and will share any information as it becomes available to her.
 8. An offer has been made to the Historical Society to buy the original deed of Middleton (cir. 1673), on calfskin which was sold by the city of Salem to Bray Wilkins, Wills Hill. Discussion was held about hosting a town fundraiser to help pay for it, preserving it, and encasing it.
 9. The Health Dept., COA, and Flint Library are working on a grant to bridge the technology divide and help seniors learn about using telehealth, zoom, etc. The Library will purchase notebooks and wireless hotspots. The COA will provide 1:1 training with seniors. The Library would help other people with online assistance such as looking for employment.
 10. The 2016-2020 Yearbooks have been sent off to be digitized. They will be posted on the website and the invoice will follow once the digital content has been reviewed by Melissa. All the tri-town transcripts that were digitized will be added to the hard drive. There isn't a charge to add content to the hard drive. The invoice for the yearbooks will be \$500. Melissa said that the plan is to digitize the yearbooks every 5 years to stay current. The yearbooks get a lot of online use and this counts towards electronic usage.

Building Update

1. Discussion was held around placing concrete stairs from the parking lot up to the Children's Room side door entrance, as well as a weather roof/cover placed over the door.
2. Melissa will begin the process by talking to the town administrator and will report back to the group.

Next Meeting: The next meeting of the Trustees is scheduled for Monday, December 14, 2020 at 7:00 PM.

Adjournment: Due to unforeseen circumstances, Recording Secretary, Starcia Melara, exited the meeting at 8:25 PM. (The meeting was officially adjourned at 8:30pm when the board received word that the secretary had left the meeting.)

Respectfully Submitted,

Starcia Melara
Recording Secretary.