



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

NOTE: The meeting of the Flint Public Library Board of Trustees was held on Monday December 14, 2020. 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 the meeting, minutes of the meeting will be posted on the library website and the town website after the meeting. To join the meeting please email Library Director, Melissa Gaspar at mgaspar@flintpublib.org for the zoom meeting connection information. Thank you.

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

Others Present: Melissa Gaspar, Library Director; Annie Wilton, Friends of the Flint; and Paula Fee, Recording Secretary

A. **Call to Order:** Melissa Stankus called the meeting to order at 7:08 pm.

B. **Signing of Bills:** The bills were signed last week by Ms. Bambury. Ms Bambury signed the bills by herself because of the Emergency Rules set up by the Commonwealth due to COVID19 and they were signed prior to the Trustee's Meeting because of the upcoming holidays and to bring us into sync with the rest of the town.

C. **Approval of Minutes:** *Ms. Paikos-Hantzis made a motion to table the minutes from November 9, 2020 until the next meeting so that corrections can be completed. Mr. Cumming seconded the motion and all were in favor.*

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

1. Through Constant Contact, an email was sent out to approximately 900 people informing them about what the Flint offers and giving people an opportunity to make a donation. Since the letter, donations have increased and Ms. Wilton believes that they will reach at least \$8,000 in donations for this year. This total does not include the Curvey Family donation of \$3,000.

2. The Building Campaign Fund was placed in a Fidelity account early in 2020. Since then it has earned excellent interest and the account is close to \$200,000.

3. Ms. Gaspar and Ms. Wilton put together an Annual Campaign Fund notice that will be sent out with the yearly census.

4. Ms. Wilton discussed a newly designed mouse pad. She felt it was a good quality item and it is a little larger and thinner than the older pad. The Friends were pleased with the replication of the painting of the library that was on the mouse pad and it was decided that 100 pads would be purchased with 30 being used for library computers (staff and public use) with the remainder being gifts for donations.

5. Ms. Wilton stated that Neighbors-In-Need was almost done for this year. The plan was to have everything completed early this year due to the pandemic. All families will be receiving gift cards for purchasing Christmas gifts. The need has been much greater this year, but just from Facebook messaging they received 140 donations. All families are currently taken care of except one that came in this week. It was also felt there might be other new families that come in between now and Christmas.

6. A representative from Eagle Bank came to the Flint last week and presented a \$2,500 check to Neighbors-In-Need. Both Ms. Gallerie and Ms. Wilton were at the library to accept the donation. Pictures were taken for promotional purposes.

7. Fall Clean-up - The DPW did a wonderful job doing the Fall Clean-up. Ms. Gaspar sent a thank you note because she was so appreciative of how nice the grounds looked. Ms. Wilton also spoke to Doug Earp who trimmed the trees, bushes and cleaned out the garden beds. The bill will be about \$1,400. Ms. Gaspar was also grateful to the Garden Club for the beautiful holiday decorations at the front and back doors.

8. In January, the Friends will put together a list of local businesses that have supported the Flint. The Trustees suggested adding Mr. Earp and Eagle Bank to the list.

9. Ms. Wilton explained that at certain times during the year, Loretta Johnson is unable to see the computer screen due to glare. The sun also effects the scanner. As a result, curtains and shades are needed. The contractor who will do the work has been involved with the library for many years so the Friends were assured that the curtains and shades would fit in with the rest of the library decor. With this in mind, the Friends voted to pay for curtains, shades, rods and installation

Then a request was made by Ms. Shirley Raynard's family to purchase something for the library as a Christmas present for their mother. Ms. Gaspar gave them several ideas and they decided to cover the costs of the new curtains, shades and installation.

E. Trustees' Report

The Trustees reviewed one Library Policy:

1. Policy #35, *Outside Signage Policy* -The Trustees had a brief discussion about this policy. Ms. Gaspar said that it had not changed very much since the installation of the electric sign. This policy was last reviewed in 2014. Ms. Gaspar made it clear that there are occasions when signs are placed on the library grounds - Earth Day and last year's Masconomet graduation- but only for appropriate reasons. ***A motion to accept Policy #35 as written and reviewed was made by Ms. Bambury. The motion was seconded by Mr. Cumming and all were in favor.***

2. The Trustees reviewed the Flint Calendar for 2021. Ms. Gaspar noted that the 4th of July and Christmas would be absorbed into days that the library is already closed. The Trustees requested that Columbus Day be put onto the calendar. ***Ms. Paikos-Hantzis made a motion to accept the calendar with the inclusion of Columbus Day. Mr. Cumming seconded the motion and all were in favor.***

F. Treasurer's Report - Mr. Cumming emailed the Treasurer's Report to the Trustees.

1. He stated that there was little change in the accounts. A check was written from the Malone Fund for \$63.59 for a book which was added to the Library of America collection. There were very small increases due to interest on the accounts.
2. Mr. Cumming asked Ms. Wilton if he could contact her regarding the steps taken by the Friends to open their account at Fidelity. He suggested that the Emerson CD that will be coming due might be moved to a Fidelity account. The Trustees thought it would be a good idea to look into it. Mr. Cumming and Ms. Wilton will get together to see if Fidelity could be a better place for the Fund.
3. Ms. Gaspar spent some time reviewing the history of the Emerson Funds, the Malone Fund, and others, such as the Grace Johnson Fund.

G. Director's Report

1. Presentation of Circulation Report- Ms. Gaspar included both the October and November statistics. She indicated upon reviewing the numbers that they are not record breaking but library use is steady. Ebook use is up from FY20 and Book Bundles are very popular.

The Trustees had a discussion about adding evening hours or Sunday hours to ensure more residents have access to the library. Ms. Gaspar explained that the budget is very tight and she would prefer waiting on expansion of hours until covid numbers were not so high but promised to look into what could be done. The Trustees and Ms. Wilton said because these are unprecedented times that the Trustees and/or Friends could, on a one-time basis, be willing to fund the additional hours if necessary. After a very lengthy discussion on trying to add either a day or evening hours, the Trustees asked Ms. Gaspar to come to the next meeting with possible solutions.

2. Budget Reports - Ms. Gaspar explained that the Town allowed employees to carry over vacation time into this fiscal year. However, the funds necessary to cover those vacation days was not forwarded so Ms. Gaspar and Ms. Johnson have been carefully watching the salary line to ensure there is enough funds for the entire fiscal year.

3. Library Programs and Services – Ms. Gaspar stated that they were still doing virtual programs. After the meeting, Ms. Gaspar sent out an overview of the children’s virtual programs that Mr. Cumming thought was excellent in showing what the library is accomplishing during the pandemic and he said it should be shared on the website and other platforms.



4. Covid Update - Ms. Gaspar told the Trustees that the covid numbers had increased by 80 in one week and now there were a total of 93 active cases in Middleton. These numbers did not include the cases at the jail.

5. Update on building – Ms. Gaspar said that she had talked to Mr. Sheehan about the addition of stairs at the Children’s Room door. The Building Inspector came to the library to review the proposed project and said adding stairs would not be possible because they wouldn’t be ADA compliant. The Trustees asked that Ms. Gaspar continue to look into this project and possibly speak to a contractor in town who might be able to find a way to legally install the stairs.

Ms. Gaspar informed the Trustees that snow slides off the roof near the Children’s Room Door and the Janitor’s Door and this is dangerous. To prevent any possibility of injuries from the snow falling, Ms. Gaspar got a quote for snow guards that will be black and fit in with the library roof. The cost would be about \$3,000. There is money in that budget line and she has given a down payment for the purchase and installation of the snow guards.

6. Other Concerns/Questions -

- a. Trustees asked when the budget was due. Ms. Gaspar told them it was due on January 8. Ms. Gaspar could let them see the budget and discuss it with her. If they wanted to discuss the budget with each other then she reminded the Trustees that they would have to set up a meeting to do so.
- b. There are custom calendars available from the Friends at the library at no charge.

H. **Next Meeting:** The next meeting of the Trustees will be on Monday January 11, 2021 at 7pm. The meeting will be held on Zoom, an internet-based meeting space.

I. **Adjournment-** With no other business, the meeting was adjourned without a vote at 8:36pm

Respectfully Submitted

Paula Fee, Recording Secretary