



**Minutes of the Meeting  
The Flint Public Library  
Board of Trustees  
Monday, January 11, 2021**

NOTE: The meeting of the Flint Public Library Board of Trustees was held on Monday January 11, 2021. 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 please email Library Director, Melissa Gaspar at [mgaspar@flintpublib.org](mailto:mgaspar@flintpublib.org) for the zoom meeting connection information. Thank you.

**Members Present:** Melissa Stankus, Chairperson; Donna Bambury, George Cumming, Gretchen Moreschi, 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 7:01pm.

B. **Signing of Bills:** The bills will be signed by Ms. Stankus later this week. Ms. Stankus is the designee to sign the bills because of the Emergency Rules set up by the Commonwealth due to COVID19.

C. **Approval of Minutes:** *Ms. Bambury made a motion to accept the minutes as written from November 9, 2020. Mr. Cumming seconded the motion and all were in favor. Ms. Bambury made a motion to accept the December 14, 2020 minutes as corrected. Mr. Cumming seconded the motion and all were in favor.*

Although not officially part of approval of minutes, there was a discussion on State Aid. Ms. Stankus said that there has been no word on whether there will be funds this year.

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

1. The Friends have not had their January meeting.

2. The balance of the 2020 Annual Campaign is \$8,425. Both Ms. Wilton and the Trustees were very pleased with this total raised during the pandemic.

3. Ms. Wilton stated the Building Account is currently \$207,275 which is an increase of \$7,800 from last month. Ms. Wilton told Trustees that with this amount in the account there is enough funds to cover building needs.

4. The window treatment for the room behind the main circulation desk has been installed and fits in very well with the decor of the library. Ms. Gaspar will send out a photo of the finished window to Trustees.

5. Ms. Wilton stated that she was very pleased with the Constant Contact message that the staff put together. She felt it was well done.

6. Ms. Wilton reminded everyone that nomination papers have, in the past, been allowed at the circulation desk. She wondered if nomination papers could now be allowed on the curbside pickup desk. Ms. Gaspar stated that would be fine. Those running for office could contact the library to make arrangements. It would have to be on a first come, first serve basis because of lack of space.

#### **E. Trustees' Report**

1. There are two Library Trustee positions that will be on the ballot. The Trustees held a discussion on these openings.

2. Trustees reviewed one Library Policy: Policy #41, *Flint Library Interlibrary Loan Policy*- This policy was last reviewed in 2015. The Trustees had a brief discussion about it. There was a question concerning if there were a time that a library patron would not be allowed to participate in the loan policy. Ms. Gaspar stated that when fines reached \$20 then their right to get books is suspended.

Trustees also questioned about loans across state lines. Ms. Gaspar stated that in the past it had happened on a couple of occasions but was being phased out and had not happened in several years. *A motion to accept Policy #41, Flint Library InterLibrary Loan Policy as written was made by Ms. Bambury. The motion was seconded by Ms. Moreschi and all were in favor.*

Ms. Gaspar stated that there was one more policy from 2015 to review and then the Trustees will begin looking at policies from 2016.

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

1. He stated the Report was from 12/31/2020.

2. Mr. Cumming said there was no outgoing bills.

3. He also said that there was a very small addition of interest.

4. Mr. Cumming reminded the Trustees that two CDs will be coming due soon: the BF Emerson CD (Apr.) and the Trustees CD (June).

5. Ms. Wilton will send information about the Friends investment account and the name of the contact person so that Mr. Cumming can look into the particulars of investing some of the funds overseen by the Trustees.

#### **G. Director's Report**

1. Presentation of Circulation and Budget Reports - The Trustees reviewed the Circulation Report and Ms. Gaspar mentioned some highlights. She stated that when the library was able to

reopen, circulation numbers were down by 66% but over the year those numbers have improved to only 20% lower than precovid numbers.

Mr. Cumming requested data that compared the last five years. Ms. Gaspar said that she would send that data out later this week to all Trustees. It would cover ten years.

Ms. Gaspar went on to the Budget and stated that there weren't any problems and the budget lines were all within limits.

2. Library Programs and Services - Some programs that Ms. Gaspar mentioned were: New Year's Party with a 182 participants, virtual programs this year were only three fewer than last year's (42 v 45) and Ms. Gaspar held a program on New Year's Day at the request of patrons. Eleven patrons participated and expressed their thanks for the opportunity to have it on a holiday.

3. Covid Update - The number of active cases (people positive and isolating) in town is 82. Ms. Gaspar stated that many libraries had rolled back to only curbside. At the present, she would like to maintain the current status so that there is access to computers and the printer. She does not think it would be appropriate to expand hours because she wants to limit staff exposure. Trustees agreed and were pleased to hear that no staff has tested positive. However, some staff have had scares and had to quarantine. Ms. Gaspar said that she would closely watch the numbers to determine if changes need to be made but at present the staff feels safe with the status quo.

4. Update on building - Ms. Gaspar stated that the snow guards on the roof had been installed. She had to also have a company replace a heating wire that prevented ice dams. In addition, the elevator motherboard had to be repaired and finally all fire extinguishers were inspected.

5. FY22 Budget Draft - Ms. Gaspar stated that she would be submitting the budget draft to the Town tomorrow. The Town has asked all departments to level fund with staff receiving a 1% COLA. The Town has reserved the right to make changes at any time during the year and hopes that there won't be any layoffs. The major change in the budget was an increase in hours to reflect the actual hours worked by the Assistant Director.

6. Program- Ms. Gaspar invited Trustees to join the Friends and staff in attending a program called 'Shifting Gears, Exploring New Possibilities'. Connie Langan will be the guest speaker at this 45 minute motivational program that will be held on Monday, January 25 @ 3pm. Ms. Gaspar will send out more information to the Trustees.

#### 7. Other Concerns/Questions

a. Ms. Gaspar stated the calendar was changed per the request of the Trustees and handed out to staff. She also explained how the town handled salary when holidays landed on Saturday or Sunday.

b. There was an issue of vandalism, one of borderline inappropriate copying and another of trespassing. Ms. Gaspar contacted the police when appropriate and handled all issues, she also has policies and procedures in place to ensure safety of staff and of the library.

c. The Circulation Librarian did not successfully complete the probation period. Ms. Gaspar has spoken to the rest of the staff and they will creatively divide the work load until a new staff member can be hired.

H. **Next Meeting:** The next meeting of the Trustees will be on Monday February 8, 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