



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, February 8, 2021**

NOTE: The meeting of the Flint Public Library Board of Trustees was held on Monday February 8, 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 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 7:03pm.

B. **Signing of Bills:** The bills will be signed by Ms. Stankus. 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 January 11, 2021. Mr. Cumming seconded the motion and all were in favor.*

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

1. The Friends will have their next meeting on February 10.

2. The balance of the 2020 Annual Campaign went up because of three last minute donations that were identified for the 2020 campaign. The final total for 2020 is \$8,650.

3. The 2021 Annual Campaign began on January 28 when the form arrived in the mail with the Town Census. Less than two weeks later, this year's balance is already \$5,105. Ms. Wilton was very pleased with this wonderful kickoff and Ms. Gaspar indicated it gave both the staff and her a feeling of morale support for all their efforts during the pandemic.

4. Ms. Wilton stated the Building Account is currently \$210,625 which is an increase of \$3,500 from last month.

5. The new mouse pads have arrived. They are white with a copy of the painting of the library as well as information about the library. The mouse pads will be used by staff, with the library computers and be used as one of the gifts to donors to the membership campaign.

6. The Friends will give all staff members a Thank You note with a \$25 Gift Card for Love Your Library Month. A decision was made to also give a gift card to the new hire for the open position as a welcome to the new person.

7. Usually there is a Candy Count for Valentine's Day and Love Your Library Month. However, covid has prevented that activity for this year. Staff used some ingenuity and developed an online contest and the winner will be drawn late in the month. The prize will be a \$25 Gift Card to Winfrey's which will be opening soon here in Middleton.

E. Trustees' Report

1. Trustees reviewed one Library Policy: Policy #22, *Flint Library Exhibit and Display Policy and Procedures*. This policy was last reviewed in 2015. Ms. Stankus asked if any Trustees had any questions, concerns or changes. Hearing none, she requested a motion. ***Ms. Bambury made a motion to accept Policy #22, Flint Library Exhibit and Display Policy and Procedures as reviewed. 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. Mr. Cumming said that there was a very small addition of interest.
2. Mr. Cumming stated there was no outgoing bills.
3. He also said he didn't have an opportunity to get to Fidelity but hopes to do so before the next meeting.
4. Mr. Cumming told the Trustees he will not make any decisions about any funds until he discusses it with the other board members.

G. Director's Report

1. Presentation of Circulation and Budget Reports - The Trustees reviewed the Circulation Report. Ms. Gaspar highlighted a number of programs including how well the Tai Chi program seamlessly migrated to zoom. There has also been a lot of positive feedback on programs like Mindful Mondays. Children's programming is continuing to do well with staff being innovative and engaging on the various platforms. Some programs that were mentioned included the two Story Hours, STEM with Stacey and the 'make it and take it Valentine kit'.

2. Ms. Gaspar stated that all the budget lines were well within limits. She added that she usually has to watch the fuel line very closely but after repairing the heating system it has been

working much more efficiently and bills have been lower. Also the doors not being open as often prevents loss of heat. As a result, the fuel line is not an issue this year.

3. Library Programs and Services - A year ago the library circulation numbers reached a record 80,000. Today, with the pandemic the numbers are holding at 75-80% of pre-pandemic numbers. Comparison to other library statistics is difficult because of size, staffing, town population and communities like Topsfield that also serve the Boxford community. However, Middleton is holding its own and Jessica's idea of book bundles has been a wonderful idea to serve the community and it also boosts the numbers of books circulating. Another upcoming program is the Book Group which will be reading *The Dalai Lama's Cat* by David Michie.

4. Covid Update - There is no date for staff vaccinations. The Town will be holding a number of clinics for high risk individuals. Ms. Gaspar also told the Trustees that she has worked with AARP and the Senior Center in an effort to provide tax services for older citizens. The Tax prep volunteers looked over the space, analyzed safety issues and determined a process that will be safe for those involved. Patrons will drop off their tax documents and then return in an hour to sign the paperwork. The Trustees had a lengthy discussion about expanding hours. Ms. Gaspar explained limitations because of staffing, ability to continue the level of activities currently offered and budget with the possibility of adding Thursday evening hours. Trustees asked if there would be a way to expand to Sunday for those community members who work Monday through Friday. Ms. Moreschi suggested that they develop a 'what must be true' list that must be in place prior to reaching the final goal of expansion of services and/or hours. Ms. Gaspar mentioned that one need is a new specific type of mobile phone which she will be ordering.

The Trustees requested that Ms. Gaspar present an expansion plan at the next meeting.

5. Trustees Election - Both Ms. Moreschi and Ms. Bambury have taken out nomination papers. Two other community members have also taken out papers, Arthur Bernardino and Allison Sloane. Nomination papers are available for signatures on the pickup desk in the library.

6. Update on building - Ms. Gaspar stated that there was nothing to report on the building.

7. FY22 Budget - Ms. Gaspar said that there was only one major change after she presented the budget to the town. Mr. Sheehan told her that the Town was moving toward making the second in command positions salaried instead of hourly pay. Ms. Gaspar said this would make Ms. Johnson's position 38 hours and be an increase of \$974 more than what was requested.

8. New Hire Update- Ms. Gaspar stated that she has several second interviews scheduled and is waiting for responses from references. If things work out, she hopes that Loretta and Justin will help her in hiring the new staff member by the end of the week.

She said that she is having a difficult time finding a new janitor. No one has applied. She asked the Trustees to help look for possible applicants.

H. **Next Meeting:** The next meeting of the Trustees will be on Monday March 8, 2021 at 7pm. The meeting will be held on Zoom, an internet-based meeting space.

I. **Adjournment-** With no other business, *Ms. Bambury made a motion to adjourn. Ms. Moreschi seconded the motion and all were in favor.* The meeting was adjourned at 8:19pm

Respectfully Submitted

Paula Fee