



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

NOTE: The meeting of the Flint Public Library Board of Trustees was held on Monday March 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.

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

Others Present: Melissa Gaspar, Library Director; 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 on Wednesday. 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 February 8, 2021. Mr. Cumming seconded the motion and all were in favor.*

D. Friends of the Flint

1. Ms. Wilton was unable to attend so Ms. Gaspar gave the report. The Friends will have their next meeting on March 10.

2. The 2021 Annual Campaign balance is \$8,255 as of February 28. This is only \$400 less than what was collected in 2020. Ms. Gaspar is very happy with the support for the library.

3. Ms. Gaspar stated the balance of the Building Account is currently \$209,500 which is a slight decrease from last month but overall the account has done very well.

4. In February, the Friends gave all staff members a Thank You note with a \$25 Gift Card for Love Your Library Month.

5. 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 on line contest on Facebook. Ms. Gaspar stated there were 19 participants who said why they loved the library. The contest went for 12 days and then there was a random drawing for a \$25 Gift Card for Winfrey's. Sandy Rubchinuk was this year's winner.

6. Middleton was incredibly generous this year to Neighbors-in-Need. As a result, after all identified families were assisted during the holidays there was still some gift cards left over. It was decided that the cards that were remaining were from practical locations like grocery stores and since many families were still in need, especially due to Covid, the remaining cards (\$7,000) were distributed to families around Valentine's Day.

7. The Friends are renewing passes as organizations start to reopen. They just renewed the pass for the Isabella Gardiner Museum.

8. Ms. Gaspar and Ms. Wilton put together a Thank You note for those who have donated to the Annual Campaign. Ms. Wilton will start sending the notes out this week. One of the gifts for giving at least \$50 will be the new mouse pad.

9. The Flint Public Library was named the Most Loved Library for the third year in a row. Ms. Bambury said she felt the town was very happy with the library because the Flint had been providing services throughout this past year when they were needed so much.

10. Ms. Gaspar stated that Annie Wilton would like to give a presentation at the April Trustees meeting on the Building Project at 105 S. Main Street. The Trustees thought this was a great idea.

E. Trustees' Report

1. Trustees reviewed one Library Policy: Policy #17, *Flint Library Gift and Donation Policy*. This policy was last reviewed in 2015. Ms. Stankus asked if any Trustees had any questions, concerns or changes. Ms. Gaspar said that Ms. Wilton had reviewed the policy and since it concerned the Friends she wanted to tell the Trustees that she saw no issues. Ms. Stankus requested a motion. ***Ms. Moreschi made a motion to accept Policy #17, Flint Library Gift and Donation Policy as reviewed. Mr. Cumming seconded the motion and all were in favor.***

2. The library received State Aid in February and have been told they will receive the same amount in a couple of months.

2. The Trustees reviewed the Education Stipend Request from Ms. Loretta Johnson. After a brief discussion in which Ms. Bambury suggested the Trustees pay the request in full, ***Ms. Paikos-Hantzis made a motion to fund the stipend of \$3,092 for Ms. Johnson. Ms. Bambury 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 to the accounts.

2. Mr. Cumming said the B.F.Emerson CD is coming due April 3. Mr Cumming would like to transfer the funds to the checking account.

3. He also said he had the opportunity to speak to Mr. Kevin Crawford at Fidelity, who works with the Friends, and would like to start the process by closing the CD and moving the funds into a money market account at Fidelity.

4. Mr. Cumming would then like to move the funds into Mutual Fund(s) with the goal of harvesting \$2,000 each year that will be moved into one of the Trustees accounts. \$1,000 would be used to cover expenses and the other \$1,000 would increase the amount of money in the funds overseen by the Trustees.

5. Trustees gave several suggestions. They asked Mr. Cumming to speak to Fidelity again and come up with 5 or 6 mutual funds as options. Mr. Cumming could bring the suggested accounts back to the Trustees and they could pick two or three. Mr. Cumming would then deposit some of the money into them to see how things go before moving all the money into the mutual funds. It was suggested the funds should be moderate to conservative risk.

Ms. Moreschi made the point that the Trustees are stewards of the library and should be looking at making money over the long term.

Mr. Cumming made a motion to take the initial step of closing the B.F. Emerson CD and moving the funds (\$60,000) to a Fidelity money market account. Ms. Moreschi seconded the motion and all were in favor.

G. Director's Report

1. Presentation of Circulation and Budget Reports - The Trustees reviewed the Circulation Report. Ms. Gaspar stated that things were holding steady at about 60%. The Budget lines were all good except Equipment Repair. The snow blower needed a tune up (\$500) and that line is now in the red.

2. Library Programs and Services update - Ms. Gaspar developed a very complete listing of the programs and services offered in February. Ms. Gaspar indicated that the first two columns identified whether it was an active or passive program. The third column gave the number of active participants and the last gave the totals of all participants. The third column was needed for state reporting. Ms. Gaspar also reviewed the services that she included. One example was outreach deliveries.

3. As previously stated, State Aid has been received in the amount of \$7, 851.97. It was noted that a letter usually arrives in late October or early November. The funds are deposited in about a week but with everything running late, it arrived much later than usual.

4. Mr. Cumming asked about the large amount of funds spent in February on Books. Ms. Gaspar explained that it might have been the result of a lot of availability of new books. Also they try to spend the book line down throughout the entire year. She also stated that if there is a small amount of money left at the end of the fiscal year, Ms. Gaspar sends it to MVLC to help offset the cost of Ebooks.

5. Mr. Cummings asked about the normal procedure for signing bills. Ms. Stankus went into detail about the process.

6. Now that a new employee has been hired, Ms. Gaspar would like to offer pickups on Sundays from 1-5pm. Her goal is to start on April 11. Ms. Gaspar also plans to add an additional two hours 6-8pm on Thursdays for pick-up of materials. The cost for salary for the Sunday opening will be covered from the savings in payroll due to being down one staff member for the last two months.

7. Ms. Gaspar plans to open the library in mid-April on Mondays and Fridays. All those coming into the library will have to have an appointment. Each person will be met at the door by a senior volunteer who has been vaccinated. Each person must wear a mask and use hand sanitizer. Each person will be given a timer set for 45 minutes, the maximum allotted scheduled time period. Ten people will be allowed in the library during each session.

8. All of these openings will only occur because of the additional new hires and a new phone system. Ms. Gaspar is also advertising for another paid teen Page position.

9. The library will be offering the AARP tax service program starting tomorrow. There are already 18 people who have signed up for the service. Ms. Gaspar stated that AARP will not

allow limitation of participants by residency or age so there might be individuals who sign up who are not from Middleton.

10. Trustees Election - Ms. Gaspar said that both Ms. Bambury and Ms. Moreschi have a large number of signatures. She is not sure about the other two individuals who have taken out papers.

11. Building update - The phone system was put in 2005 and has multiple issues. The system is also outdated. Ms. Johnson researched the cost of replacement and by using the same system used by the Town, Metropolitan Telephone Inc., the cost would be \$9,200 with the possibility to lower the cost. The Friends on Wednesday will discuss whether they will pay for the system. The Trustees will act as backup to either fully pay using State Aid or sharing the cost.

12. Ms. Gaspar presented the Capital Budget to the Town. She has requested a printer management system (\$6,000) that would allow automatic counting of printing with a print out. It would also allow for mobile printing. A patron could print from their computer or laptop from their home by connecting to the library website. The Town did not vote on the item but Ms. Gaspar is hopeful.

13. Charlie Pope has recently been hired. She comes to the Flint from western MA and the Holyoke Public Library. She has been working in libraries since she was 14. She has been at the Flint for less than a week but she is already fitting in with the rest of the staff. Ms. Gaspar was also able to hire a part-time janitor.

H. **Next Meeting:** The next meeting of the Trustees will be on Monday, April 12, 2021 at 7pm. The meeting will be held on Zoom, an internet-based meeting space.

I. **Adjournment-** With no other business, *Ms. Paikos-Hantzis made a motion to adjourn. Ms. Stankus seconded the motion and all were in favor.* The meeting was adjourned at 8:18pm

Respectfully Submitted

Paula Fee