



**Minutes of the Meeting  
The Flint Public Library  
Board of Trustees  
Monday, April 12, 2021**

NOTE: The meeting of the Flint Public Library Board of Trustees was held on Monday April 12, 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; Arthur Berardino, candidate for Trustee; and Paula Fee, Recording Secretary

A. **Call to Order:** Ms. Stankus called the meeting to order at 7:02 pm.

B. **Signing of Bills:** The bills were signed today by Ms. Stankus. Ms. Stankus signed the bills because of the Emergency Rules set up by the Commonwealth due to COVID19.

C. **Approval of Minutes:** *After a brief discussion, Ms. Bambury made a motion to accept the minutes from March 8, 2021. Ms. Moreschi seconded the motion and all were in favor.*

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

1. Ms. Wilton wanted the Trustees to know the Building Campaign Fund is doing very well. The current balance is \$8,879.85 which is getting very close to the annual goal.

2. All Thank You notes for donations have been written and mailed.

3. The library phone system was so old that it could not be updated. Therefore, the Friends purchased a new phone system using money from the Building Campaign Fund.

4. The Friends purchased more purple pens for the library. The pens will be used for promotional purposes.

5. The Friends next meeting will be on Wednesday. They will discuss the spring cleanup and covering the cost of requested spring and summer programming.

#### E. Trustees' Report

The Trustees reviewed three Library Policies:

1. *Policy #25, Flint Public Library Wireless Hotspot Policy* -The Trustees had a lengthy discussion about this policy as it is a new policy replacing the e-reader policy. Trustees were told The library has four hotspots. However, the library has loaned three of the hotspots to the schools. Miss Gaspar felt that during the pandemic the hotspots were needed by the school department more than Library. She is hoping the hotspots will be returned to the library this summer. If they are not, the library will cover the cost of purchasing three new hotspots. The library has maintained one hotspot and has just started circulating it. The Trustees also discussed a number of issues including what happens if one is lost or broken, (library card will be pulled if the patron does not pay for replacement); how can the cost of replacement be so low, (through Tech Soup a grant program from Bill and Melinda Gates Foundation); are there a lot of calls for the hotspots, (just beginning to lend out but will advertise to make people aware of availability. The hotspots will be good for those without wireless service, residents going to camps that don't have service, etc.); who can sign out, residents of Middleton and surrounding towns can sign out the hot spots but must come in to get them and must return them in person; length of sign out (the hotspots can be signed out for a week and be renewed for a second week. There will be no reserve list; and a necessity to ensure hotspot is working (hotspots will be checked when they are returned). Ms.

Bambury noted one error in the policy in the fourth bullet. At the end of the discussion, a ***motion to adopt Policy #25, Flint Public Library Wireless Hotspot Policy as corrected was made by Mr. Cumming. The motion was seconded by Ms. Moreschi and all were in favor.***

2. *Policy #27, Flint Public Library Parking Lot Policy* - after a brief discussion about this policy from 1988, it was determined it was important to maintain it to ensure no overnight parking. ***A motion to accept Policy #27, Flint Public Library Parking Lot Policy as written was made by Ms. Bambury. The motion was seconded by Ms. Moreschi and all were in favor.***

3. *Policy #36, Flint Public Library Volunteer Policy* - after another brief discussion about this policy, ***a motion to accept Policy #36, Flint Public Library Volunteer Policy, as written was made by Mr. Cumming. The motion was seconded by Ms. Bambury and all were in favor.***

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

1. Mr. Cumming explained that the Treasurer's Report showed the small amount of interest that had been earned over the last month. He also indicated that the BF Emerson Fund that was in a CD came due on April 3 and has been moved to the Trustee's checking account.

2. Mr. Cumming stated that when set, \$60,988 from the BF Emerson Fund could be moved into a Fidelity account.

3. The application for the Fidelity account is very complicated and scheduling to get it done has been an issue. Hopefully it will be completed very soon. Mr. Cumming said the amount of information can be overwhelming and he has had difficulty connecting with Mr. Crawford from Fidelity. Mr. Cumming promised that he will make no decisions about moving the BF Emerson funds into a Fidelity account without presenting various account possibilities to the Trustees.

4. Mr. Cumming discussed the fact that the Trustees are supposed to file Form 990 for tax purposes. Because this form is so complicated it needs to be filled out by an accountant and it needs to continue to be done yearly by a professional. Although Form 990 should have been filled out yearly it has never been done.

Miss Gaspar said that they had discussed this for many years but since it is neither a governmental agency nor a non-profit, they have never determined what they should do. They have asked the Town on several occasions for assistance but have been told the Library needs to handle the issue themselves. The Trustees had a discussion about who might be able to assist. Alyce Forlani who is a member of the Friends will be contacted by Miss Gaspar to see if she would be willing to help the Trustees. Ms. Gaspar will also set up contact between Mr. Cumming and Ms. Forlani.

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

1. Presentation of Circulation Report - Ms. Gaspar was very pleased to announce that circulation figures were excellent. For March 2021 there were 4,790 items. This figure is 87% of the average monthly figure prior to the pandemic. This was a growth in circulation from approximately 50% to 87%. Ms. Gaspar said this number was better than last March and at any time during the pandemic.

Ms. Gaspar also answered Mr. Cummings question from last month. She said that the increase in the material line in the budget was due to the purchase of two computers for staff. These laptops will be used by staff for Zoom meetings and can later be used for presentations. According to state requirements up to 10% of the book budget can be spent on technology.

2. Presentation of Budget Reports - Ms. Gaspar stated that the budget lines are all within limits. Ms. Gaspar also said that state aid in the amount of \$7851.97 should arrive sometime in April. The Flint's current state aid total is \$113,075.97. This gives a good cushion in case of an emergency.

3. There were questions about money being left in some lines - ex. lights and water. Ms. Gaspar stated that sometimes it looks like funds will be left in those lines but once the weather gets warmer it is usually used up with air conditioning. Also there is a negative amount in the repairs line but that can be covered by other lines within the budget.

If funds are remaining, Ms. Gaspar has plans to use the money to paint the hallway and ramp in the janitorial area, to clean the carpets (\$2000) and to fix the bulging wall (\$1,500).

4. Library Programs and Services - Ms. Gaspar stated that there would be an expansion of library pick-ups. She also said that in-person browsing in the library will be allowed beginning in May. All appointments will last 25 minutes and patrons must reserve the time. Each time slot can have as many as five people who will be allowed to browse during each appointment time slot. Senior citizen work-off volunteers will be doorkeepers who will check names, times slot and ensure everyone is wearing a mask and will use hand sanitizer. Other senior work-off volunteers will monitor the stairs and the elevator to ensure social distancing. Charlie and Ms. Gaspar, who have both been vaccinated, will be at the circulation desk.

Ms. Gaspar believes it would be prudent to schedule a practice browsing session in which Friends and Trustees can be volunteer browsers. The practice session can ensure that the browsing set up works and allow time to make necessary changes. Ms. Gaspar is hoping that the library will open for May and June for browsing in this manner. If all goes well and conditions allow, she hopes that in July, the library will open on a regular basis starting with adults and then halfway through the month try adding children's browsing.

5. FY22 Budget and Capital Budget - Ms. Gaspar requested a print management system in the capital budget. It would cost \$6000. However, the town finance committee and selectmen did not approve the purchase. She hoped, that in the future, the Trustees might consider purchasing this print management system.

Thirty-four people had taxes done with the help of AARP volunteers. In the past the library assisted 24 people. Ms. Gaspar felt that this year everyone who had requested assistance was accommodated.

6. Masconomet High School sent over 146 names of students to be considered for the annual Trustee Scholarship. Out of that number, 28 were identified as Middleton residents with a library card in good standing. There were no pages this year but there were two volunteers and Ms. Gaspar identified the volunteers to the staff at Masconomet.

7. Trustee Election - The election for Trustees is coming up on June 12 at the Fuller Meadow School. There are four candidates running Gretchen Moreschi, Donna Bambury, Allison Sloan, and Arthur Berardino. Ms. Gaspar gave Mr. Berardino an opportunity to discuss why he was running for library Trustee.

8. Ms. Gaspar told the Trustees that all volunteers at the library need to be fully vaccinated.

9. Update on building - Ms. Gaspar said that she finally had the opportunity to work on the access to and from the side door of the Children's Room. She asked Roger LeMay to come up with a plan. Mr. LeMay met with the town to see what would be possible. However, due to ADA compliance, all ideas were nixed. The Trustees felt a solution still needed to be found. So it was determined that Ms. Stankus will write a letter which she will distribute to the Trustees to sign. This letter will be forwarded to the building department to see what can be done to correct the issues at the door especially the sidewalk that is incomplete to the side parking lot.

10. New phone system - Ms. Gaspar reminded the Trustees that a new phone system has been put in the library. All staff had participated in two trainings on the use of the phone system and everyone seems to be very comfortable with it. The system is the same as what is used throughout the town. Ms. Gaspar also mentioned that everyone is very happy with the new phone system.

11. FY22 budget and Capital Budget - Ms. Gaspar requested a print management system in the capital budget. It would cost \$6000. However, the town finance committee and selectmen did not approve the purchase. She hoped, that in the future, the Trustees might consider purchasing this print management system.

12. New Library Page Update - Ms. Gaspar stated she had offered Page positions to Jonah Sulzinski and Sadie Castle. They will begin training during the week of the April vacation. She reminded the Trustees that Mira will be leaving in September.

13. New Business - several issues were discussed.

a. Mr. Cumming wanted Ms. Gaspar to thank all staff for their enormous effort during this past year in outreach to the Town concerning program availability. He believed their efforts were very creative, and that they were offering very good programs. Ms. Gaspar stated that she was very grateful for what he said and would pass his thank you message to staff. Ms. Gaspar indicated that there would also be additional programs for adults that would be coming up and that she would advertise them as well.

b. Ms. Gaspar told Ms. Bambury that the tuition payment had been processed.

c. Mr. Cumming inquired if the library had a Disaster Plan in place for the building and the books. Ms. Gaspar stated that she had written one about 10 years ago that covered this but she would take it out, review it and presented the policy at an upcoming meeting. She also

indicated that in her time as Director there had only been one water damage issue caused by an ice dam. It affected the walls, which had to be repaired but thankfully only damaged two books which were repaired through a lengthy process by a local company.

G. **Next Meeting:** The next meeting of the Trustees will be on Monday May 10, 2021 at 7pm. The meeting will be held on Zoom, an internet-based meeting space.

H. **Adjournment-** With no other business, *Ms. Moreschi made a motion to adjourn. Mr. Cumming seconded the motion and all were in favor.* The meeting was adjourned at 8:35pm

Respectfully Submitted

Paula Fee