



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, May 10, 2021**

NOTE: The meeting of the Flint Public Library Board of Trustees was held on Monday May 10, 2021. Due to the COVID-19 outbreak, this meeting was held via ZOOM, an Internet- based meeting space.

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

Others Present: Melissa Gaspar, Library Director; Annie Wilton, Liaison from Friends of the Flint; Arthur Berardino, candidate for Trustee; Bill Renault, MDPC, Frank Twiss, MDPC, and Paula Fee, Recording Secretary

A. **Call to Order:** Ms. Stankus called the meeting to order at 7:01 pm.

B. **New Facilities Presentation-** There was a presentation by Bill Renault, Chairman of the Master Development Planning Committee (MDPC) and Frank Twiss, a member of the MDPC. The presentation was on the new facilities project at 105 South Main Street. General areas covered included a background of the project including the size of the site and how much of the property will be left in conservation; the need for the project including a historical review of the current buildings that will be replaced (Police, Fire, Town Hall and COA which will become a Community Center) and the Town Common; looking at the change in Town over a 30-year span, specifically comparing increases in population, police and fire calls. With this background, Mr. Renault went through the process the committee took looking at needs, space, layouts, the Common and comparisons to other communities. There was input from citizens through the entire process which helped determine where the Common would be located and the L shaped layout of the buildings. He reviewed costs including both costs for different solutions, a comparison to projects in other like communities. and what would be the best financial timeline for completing the project. Finally, Mr. Renault looked at the timeline from Town Meeting in June to the completion of project in 2024. There were a number of questions by the Trustees and others present that Mr. Renault answered and the Trustees thanked him for the very professional and informative presentation.

C. **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 COVID 19.

D. **Approval of Minutes:** *After a brief discussion, Ms. Moreschi made a motion to accept the minutes with corrections from April 12, 2021. Ms. Paikos-Hantzis seconded the motion and all were in favor.*

E. Friends of the Flint (Ms. Gaspar)

1. Ms. Wilton was presenting at another meeting so she arrived later in this meeting and did not speak about the Friends.

2. Ms. Gaspar also stated the next Friends' meeting is scheduled for Wednesday. The Trustees will be given an update at the next meeting.

F. Trustees' Report

1. The Trustees did not review any Library Policies tonight.

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

1. Mr. Cumming explained the new format of the Treasurer's Report and showed how the earned interest will now be listed in the report in a different fashion. He also explained to the Trustees that the BF Emerson Fund was moved from the closed out CD to the Trustee's checking account bringing the account balance to \$86,517.09. The Trustees 9-month CD will come due in June. Mr. Cumming stated that total of \$50,893.74+ in that account will also be added to the checking account.

2. Mr. Cumming explained he completed the paperwork for Fidelity and sent it in but it was rejected and the \$1,000 check was returned. It appears documentation must be presented that shows the Trustees are an organization. This has been an issue before and Ms. Gaspar will contact Mr. Vantine, a previous Trustee Treasurer, to assist Mr. Cumming. It was also suggested that Ms. Gaspar contact the Consortium to find out if other libraries have had the same issue and how they have dealt with it.

3. Ms. Gaspar asked Mr. Cumming if the \$500 had been sent to Masconomet for the scholarship. He said it had not been sent. Ms. Gaspar said she will contact the school and ask the school to send an invoice to Mr. Cumming as graduation ceremonies will be happening very soon. Ms. Stankus felt a motion was needed to spend the money. ***Mr. Cumming made a motion to approve sending \$500 to Masconomet for the annual Trustee Scholarship. Ms. Bambury seconded the motion and all were in favor.***

H. Director's Report

1. Presentation of Circulation Report - Ms. Gaspar stated that the circulation for April wasn't quite as good as March. However, she believes that they will start closing the gap and she hopes to see the figures go up in May. Ms. Gaspar also stated that browsing was going well. Again, it could be better as there were 35 spots available and only eight people showed up. After a brief discussion it was determined that the low number of browsers could be the result of a combination of factors. Ms. Gaspar and the staff will work on trying to increase browsing numbers.

2. Presentation of Budget Reports - Ms. Gaspar stated that the budget was going well. The Maintenance and Fuel lines are fine. The Equipment and Repair Line is a little over budget but she believes it will be easily covered through funds in other lines.

3. Programs - Ms. Gaspar noted that programs were going well. Some are still virtual while others are being held out on the lawn.

4. Building Update - Ms. Gaspar told the Trustees that she had a company come in to check for mold. The company found only a small amount of fungi and explain to her how to take care of it. There was no mold, mildew or dampness and the air quality was excellent. The building received a good bill of health.

There is a leak in the children's room. It is a result of a problem that is near vertical columns where two gutters overflow and affect the concrete. The repair will be to fix the concrete and then seal it. This will not be a major job and the cost for the repair should not be expensive.

5. Ms. Gaspar believes the process of browsing has gone very well. She hopes that after July 4th, the Flint will be able to go back to regular hours and the library will be open full-time for adults and teens. However, they will limit the number of computers to probably four so that they can be distanced appropriately. The children's room will be open by appointment in July and August and for fewer hours. This is because of the size of space. Programs will continue to be virtual or outside until further notice. All of these steps will adhere to public health guidelines.

6. New Staff - Miss Gaspar stated that she has provisionally offered a janitorial position to a local person. That individual has provisionally accepted the offer pending the results of their physical and other requirements. She will discuss more about this position at the next meeting.

7. The Town of Middleton had a company come in to do an ADA review of all Town buildings. It was determined that the library was not ADA compliant and Ms. Gaspar was asked to prioritize issues. The Town will give the Library \$2-3,000 to improve two bathrooms on the lower floor bringing them into full ADA compliance. The sinks in those bathrooms need to be lowered by 4 inches and the grab bars also need to be moved. The Trustees suggested that a contractor be hired so that it would ensure all repairs and work be completed appropriately.

8. Trustee Election - The election for Trustees is coming up on June 12 at the Fuller Meadow School. There are three candidates running Donna Bambury, Allison Sloan, and Arthur Berardino. Ms. Moreschi, after many years of service, will be leaving the Trustees.

9. Town Meeting - Miss Gaspar reminded everyone in attendance about the upcoming Town meeting which will be held outside behind the Town Hall in the Henry Tragert Park. The meeting is on Saturday, June 5 at 9 AM. There will also be a Candidate's Night held on zoom on May 19.

10. The Trustees did a little presentation for Ms. Moreschi to thank her for her years of service. Ms. Moreschi has been with the Trustees since 2011. Comments from those present included expressing their gratitude for her service, her wonderful input, great communication skills, keeping on point, being so active in the Community Read and budget discussions. She was also thanked for sharing her remarkable marketing skills, helping with branding and assisting with bringing in social media. All the Trustees thanked her for her hard work and her many years of service. Miss Gaspar asked Ms. Moreschi to expect a surprise tomorrow. It was made cleared that Ms. Moreschi will be missed on the Trustees Board.

I. Next Meeting: The next meeting of the Trustees will be on Monday June 14, 2021 at 7pm. The meeting will be held on Zoom, an internet-based meeting space and hopefully at the library in July. The June meeting will have two newly elected Trustees.

J. Adjournment- With no other business the meeting was adjourned without a vote at 8:46pm

Respectfully Submitted

Paula Fee