



**Minutes of the Meeting  
The Flint Public Library  
Board of Trustees  
Monday, June 14, 2021**

NOTE: The meeting of the Flint Public Library Board of Trustees was held on Monday June 14, 2021. Due to COVID-19 this meeting will be held as a hybrid meeting. Trustees and the public have the option to attend in-person at the library or via ZOOM, an Internet-based meeting space. For those who are not able to attend, minutes of the meeting will be posted on the library website and the town website after the meeting.

**Members Present:** Melissa Stankus, Chair; Donna Bambury, George Cumming, Maria Paikos-Hantzis and Allison Sloan.

**Others Present:** Melissa Gaspar, Library Director; Annie Wilton, Friends of the Flint; Michelle Aitken, Natasha Bansfield, Stephanie Blazo, Jamie Cambria, Ronny Cambria, Kim Dalton, Jacqueline Oliveri and Paula Fee, Recording Secretary

A. **Call to Order:** Melissa Stankus called the meeting to order at 7:00pm.

B. **Signing of Bills:** The bills were signed by Ms. Bambury. Ms. Bambury, as Vice Chair was the designee to sign the bills because of the Emergency Rules set up by the Commonwealth due to COVID19. It was explained that starting next month three Trustees will be needed to sign bills. This gives the Trustees the opportunity to review the bills and ask questions about them. On rare occasions, when there is no meeting, Trustees will be asked to go into the library on a designated date to sign the bills.

C. **Approval of Minutes:** *Ms. Bambury made a motion to accept the minutes as written from May 10, 2021. Mr. Cumming seconded the motion and all were in favor.*

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

1. The Friends do not meet during the summer, however they do continue their work in supporting the library.

2. The current balance of the 2021 Annual Campaign surpassed this year's goal. The total amount of donations to date is \$10,315. Ms. Wilton reminded Trustees that there are no funds in the Town Budget for Library programming. The Annual Campaign Fund is used to cover the cost of the library programs, passes and other costs like prizes.

3. As of May 7, the Building Fund balance at Fidelity is \$212,763.47. The Building Fund balance already takes into account the payment for the cost of the new phone system at the library.

4. Ms. Wilton stated the Friends are continuing to support the summer programs including gift cards for the summer reading program.

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

1. Ms Stankus read a letter signed by 50-60 parents requesting that the library return to normal hours on June 15, which is tomorrow. This specifically included the Children's Room. There was a lengthy discussion with input by Trustees, parents and Ms. Gaspar.

Main points included:

a. There was a consensus that the library should open as quickly as possible. The original plan prior to this meeting with the parents was to open the Children's Room on June 29 and July 6 by appointment and then on Tuesdays and Wednesdays during the summer from 10am to 5pm, again by appointment. But at the meeting, Trustees and parents both said those dates were too late and they felt the library should open much sooner. There was a lot of input on this topic and Ms. Gaspar agreed to open sooner. Ms. Gaspar stated that the letter mentioned how much the parents loved the library. Ms Gaspar said how much this meant to her because she worked her entire life trying to get all ages into the library and develop a love of reading. The parents stated they were happy to hear that Ms. Gaspar had this goal.

b. The importance of pre-schoolers going to the library and developing a love of books and reading was discussed as well as how much the youngsters missed due to Covid.

c. All parents present felt comfortable allowing their children into the library and were not concerned about possible transmission of Covid.

d. Ms. Gaspar again stated that appointments would be the first step in opening the Children's Room and she would try to have hours in June. Parents again reiterated that they wanted to be able to drop by when they had time to do so.

e. Those present then discussed what should be the maximum number of people allowed in the Children's Room at one time. Several numbers were tossed into the mix as well as several ideas to control crowd size including a numbered card system for entrance into the Children's Room maintaining a set maximum of parents and children. A final decision was not made.

f. Issues around staffing, readying the room, scheduling, vacations (use or lose before June 30), a staff member out on sick leave and the long weekend had to be considered and dealt with prior to opening.

g. Several people mentioned the incredible pivot that the library did when Covid hit and how it was able to provide numerous programs and maintain a strong connection to the community. Now parents and Trustees believe there must be a similar pivot to

reopening. The parents still insisted that the library open sooner and some Trustees stated they felt Ms. Gaspar needed to address the parents request.

h. There was an ongoing disagreement as to the date of opening. Ms. Gaspar wanted to open the last week in June but after more discussion she told the parents and Trustees that she would make every effort to open the library sometime next week. Ms. Gaspar indicated she would have the Children's Room start by opening sometime the following week by appointments. She was not sure of the exact day. She also agreed after the July 4th holiday the Children's Room would be open all the hours the library is open and there would be no need for an appointment.

i. Parents seemed satisfied and they left pleased with the knowledge that Ms. Gaspar felt it was important to open the library to the children as soon as she could safely do so.

2. Ms. Stankus stated that since this was the first meeting after the election that it is necessary to review the bylaws which covers who the Trustees are, what they do. The bylaws had not been changed since last year and after reviewing the bylaws the Trustees found several grammatical errors. Questions about the bylaws included the different roles of the Secretary and Recording Secretary. At the end of the discussion *Ms. Paikos-Hantzis made a motion to accept the bylaws with the grammatical revisions. Mr Cumming seconded the motion and all were in favor.*

3. Election of officers:

Treasurer- *Ms. Stankus made a motion to elect Mr. Cumming as Treasurer. Ms. Paikos-Hantzis seconded the motion and all were in favor.*

Chair - *Ms. Paikos-Hantzis made a motion to elect Ms. Stankus as Chair. Ms. Sloan seconded and all were in favor.*

Vice Chair/Secretary - *Ms. Paikos-Hantzis made a motion to elect Ms. Bambury as Vice Chair/Secretary. 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 the Fidelity account is not set yet and he will speak about it later in his report.

2. Mr. Cumming stated the Trustees CD came due on June 4. He rolled it over and it will come due again in January.

3. Mr. Cumming will send in the check for the \$500 Trustee Scholarship this week.

4. Mr. Cumming told the Trustees with the help of Ms. Forlani, he thought that he would finally be able to set up the Fidelity Account. However, he hit the same roadblock with Fidelity. Fidelity was unable to recognize the existence of the Trustees because they did not fit neatly into one of their categories of organizations.

Mr. Cumming is now trying to read through the Town Charter and see if there is adequate information about the Trustees that Fidelity might accept. He was thankful for the help from the Town Manager and is hopeful that even though things are going very slowly, he now believes there will be significant progress next week.

Ms. Wilton asked that once the Trustees are able to open an account the steps that Mr. Cumming took should be put into writing and shared with the Town, Library Director and the Friends so that there will be a blueprint to follow in the future.

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

1. Presentation of Circulation and Budget Reports - The Trustees reviewed the Circulation Report. Ms. Gaspar said Circulation was better in May than April but it is still well below Pre-Covid numbers. Her hope is that the numbers will continue to rise to more normal numbers. Ms. Sloan was interested in the Interlibrary Loan data. Ms. Gaspar explained the really good statistics within MVLC. She noted this data could not be used for library statistics but it is used in the formula that determines the amount of State Aid the Flint receives.

The discussion continued reviewing eBook distribution, the O'Reilly system for professional books and Kanopy through BPL that is very expensive. It was pointed out that O'Reilly is available through the consortium.

Ms. Gaspar stated the budget was fine and the staff was spending down before the end of the fiscal year. She also said the rugs will be cleaned on Friday (over the long weekend).

Ms. Wilton thought the funds in the book line were high but Ms. Gaspar said that it was being spent down by purchasing books, using some funds for MVLC eBooks and the purchase of the print management system (\$6,000). There were also many back orders that they were waiting to receive. She reminded the Trustees that there is always a large order in June.

In addition, the maintenance and repair line would be covering recent repairs, such as the cleaning and the painting of doors.

Ms. Sloan asked if this balance was due to Covid and Ms. Gaspar stated that this was the usual amount of funds in budget lines at this time of year and she felt it would be spent down. It was also stated that there is always a need for postage stamps and office supplies.

2. Ms. Gaspar said that there would only be one staff member applying for funds to cover educational courses this semester.

3. Programs and Services - Ms. Gaspar said the morning Story Time on the 18th had to be cancelled. Also the food program organized by Charlie with Teresa's had to be cancelled due to the restaurant having a function. She hoped that it would be able to be rescheduled very soon. Finally, Ms. Stankus was concerned that there might be a drop in attendance because of "zoom overload" and Ms. Gaspar thought that it might play a small part in the decline.

4. Summer Reading Program - Ms. Gaspar said the theme for this year was 'Tales of Tails'. Charlie has organized the Adult Program, Nicole the Teens and Jessica the Children's. There will be raffles with prizes funded by the Friends at the end of the Program.

5. Sails and Trails will be held on the last Sunday in September. Ms. Gaspar will be at the library, Mr. Richardson will be at Estey Tavern and Mr. Tragert will be at the Tramp House. Ms. Stankus explained that the program is designed to look at historic conservation and outdoor activities throughout Essex County. Many communities within the county participate. It was noted that in the past, Ms. Gaspar has spoken about Mr. Flint, the stain glass windows and the clock workings.

6. Building Update - Ms. Gaspar said that the Fire Suppression system was found to be fine. The leak in the Children's Room has been resolved, the HVAC panel has been repaired and the electrician has started cleaning the lights but needs to complete the job. Ms. Gaspar explained all the work had to be organized on a date when she could schedule the equipment needed to reach the ceiling.

7. The Town sponsored ADA review and priority list for the Flint - Ms Gaspar told the Trustees that she had contacted Mr. Roger LeMay who reviewed the ADA compliance issues. He stated that the Library was in compliance with Massachusetts regulations except for the pressure level needed to open the door. He notified the Town Administration that the original

report that found the library to not be in compliance was based on federal law not state and the library was required to only meet MA regulations. As a result, the only work needed to meet compliance will be fixing the pressure needed to open the door.

H. **Next Meeting:** The next meeting of the Trustees will be on Tuesday July 13, 2021 at 7pm. Typically meetings are the second Monday of every month. When the Library is closed the meeting is held on the Tuesday following the second Monday. Ms. Stankus stated that she will bring the Trustee Meeting Calendar to the next meeting.

I. **Adjournment-** With no other business, *Mr. Cumming made a motion to adjourn. Ms. Sloan seconded the motion and all were in favor.* The meeting was adjourned at 8:41pm

Respectfully Submitted

Paula Fee