



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Tuesday, July 13, 2021**

NOTE: The meeting of the Flint Public Library Board of Trustees was held on Tuesday July 13, 2021. Due to COVID-19, this meeting was held both in person at the library and via ZOOM, an Internet-based meeting space. It is the intent that the virtual meeting space be made accessible to the public. For those who were not able to attend, minutes of the meeting will be posted on the library website and the town website at a later time. To join the meeting via zoom just click on the link below or call the phone number. If you have any questions, please email Library Director, Melissa Gaspar at mgaspar@flintpublib.org Thank you.

Members Present: Melissa Stankus, Chairperson; Donna Bambury, Vice Chair/Secretary; George Cumming, Treasurer; Maria Paikos-Hantzis and Allison Sloan

Others Present: Melissa Gaspar, Library Director; Annie Wilton, Chair of the Friends of the Flint; and Paula Fee, Recording Secretary

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

B. **Signing of Bills:** Per the request of the Town, the warrants had to be turned in last week. As a result, Ms. Stankus has already signed the bills. Ms. Stankus, as Chair, is the designee to sign the bills because of the Emergency Rules set up by the Commonwealth. Next month, the process of signing bills will return to the usual method of having three Trustees initial each bill. Trustees can review the bills and ask questions. It should be noted that on occasion, Trustees will be requested to go to the library to sign bills. This occurs if a meeting is cancelled or if the meeting is scheduled too late into the month to meet the deadline set by the Town.

C. **Approval of Minutes:** Because of a minor issue, the Trustees had to re-vote on the minutes from May. *Ms. Paikos-Hantzis made a motion to accept the minutes as written from May 10, 2021. Mr. Cumming seconded the motion and all were in favor.* The Trustees then had a discussion on the meeting minutes of June 14. Several changes and corrections were

requested. At the conclusion of the discussion, *Ms. Sloan made a motion to accept the June 14, 2020 minutes as amended. Mr. Cumming seconded the motion and all were in favor.*

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

1. Ms. Wilton reminded the Trustees that the Friends do not hold meetings during the summer. However, the Friends do continue to support library programming.
2. As of today, the balance of the 2021 Annual Campaign is \$10,430. Ms. Wilton and the Friends were very pleased with this total and that the yearly goal has been reached.
3. Ms. Wilton stated that the Summer Reading Program is one of the activities that the Friends continue to support. This year their financial support will also include covering the cost of prizes for each age group.
4. Ms. Wilton and Ms. Gaspar talked about the stickers that are being handed out to library patrons in an attempt to advertise that the library is open. The idea for the stickers came from Ms. Fee, a member of the Friends, and it was much appreciated.

E. Trustees' Report

1. Because this is near the beginning of a new year, Ms. Stankus spent some time reviewing the role and responsibilities of a Library Trustee. She also clearly identified areas and activities that were not in the purview of the position. There was some discussion to clarify interpretation and Ms. Stankus cleared up any misconceptions.

2. Ms. Stankus asked if everyone had received a copy of the calendar for the year. She asked the Trustees to notify her if they were unable to attend a meeting as a quorum was always necessary.

3. Trustees reviewed two Library Policies:

a. Policy #18, *Patron Borrowing Policy/Suspension of Privileges* - This policy was last reviewed in 2016. The Trustees had a brief discussion about whether any changes were needed. There were several questions concerning updating the policy and grammatical changes were presented by Ms. Sloan. She asked that the word 'does' be stricken and an 's' be added to the word need. There was also a request to add a comma after 'lost items returned'. Trustees asked Ms. Gaspar to do additional research within the Consortium before they voted on this policy. The hope would be to vote on it at the next meeting.

A motion to table Policy #18, Patron Borrowing Policy/Suspension of Privileges was made by Ms. Bambury. The motion was seconded by Mr. Cumming and all were in favor.

b. Policy #39, *Service to Uncertified Libraries*- The Trustees had a brief discussion about uncertified libraries and how other communities dealt with local towns whose libraries were decertified. There was also an explanation as to why a library would receive a waiver.

A motion to accept Policy #39, Service to Uncertified Libraries, as it stands was made by Ms Paikos-Hantzis. 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 was pleased to announce that he sent the final signed paperwork to Fidelity today and he now has an account number. When Fidelity completes their paperwork, probably in July or August, they will contact Mr. Cumming. At that point the Trustees will need to discuss how much money they wish to put in the account. Everyone congratulated

Mr. Cumming on successfully getting an account set up, something the Trustees have been working to do for many years.

2. Mr. Cumming would like to deposit money from the North Shore Bank account to the Fidelity account. Ms. Wilton suggested \$2,500-\$5,000 and the Trustees agreed.

3. Ms. Wilton asked which category Fidelity finally decided to place the Board of Trustees. Mr. Cumming said a Municipal Entity as an Unincorporated Business.

4. Mr. Cumming stated that there was little change in the current accounts except the \$500 payment for the Masconomet scholarship. Ms. Sloan noted a \$.13 difference in what the current balance should be in one of the accounts. Both Mr. Cumming and Ms. Stankus explained that it was due to movement of money from a CD and the slight variability in the interest rates.

5. Ms. Gaspar read a lovely thank you note that was sent to the Trustees from Sophia Varinos, the scholarship winner.

G. Director's Report

1. Presentation of Circulation and Budget Reports - Ms. Gaspar stated that when taking Covid into consideration, the library did well this year. There was also a large increase in the number of new people who got library cards. Naturally, the numbers were much lower than past record numbers but the circulation numbers were good when taking the pandemic into account. Ms. Gaspar hopes that July will show the beginning of increased circulation and a return to usual numbers.

The Budget was also within budget line limits for the year. Small amounts of money were returned to the Town from some lines but again Covid must be taken into consideration. Larger amounts of money were returned to the Town from Payroll but the library was without a circulation librarian for two months on two occasions and needed to hire a janitor. There was great difficulty in hiring both in the midst of the pandemic. Town Administrators were kept abreast of the hiring issues, they understand why the money was not spent and will take Covid into consideration when looking at the next budget.

There was a question about PEG (Public Educational and Governmental) funds. Ms. Gaspar explained it was a contract with the cable company to have equipment in a closet in the library meeting room for use for any number of local televised programs. The money from the contract covered half of a staff member's salary.

Ms. Gaspar also pointed out the amount of money in the State Aid line - \$120,936.86.

Ms. Gaspar also told the Trustees that the Library and Friends were receiving donations in memory of Andrew Graham Jr. (for books) and Ruth D'Entremont (mother of Past Trustee Ann D'Entremont Noyes).

2. Library Programs and Services - Summer is a busy time for the Flint. Ms. Gaspar spoke about the Tai Chi program meeting on Wednesdays at the Library and town groups will start meeting in the Library in August. The Mahjong group is also planning on returning to the Flint in August.

Ms. Gaspar also explained the Book Buddy Program. When the children come in they can choose between 8 different stuffed animals to be their book buddy. They will be given a sheet to fill out information about their animal (all to be chosen by the child) and a reading list of books. As an example if the child picks a dinosaur then the book list will be about dinosaurs. The idea will be to have the child read out loud to their book buddy.

Finally, the Summer Story Hour will remain mostly virtual.

3. Summer Reading Program - There are three age groups for the summer reading program - adults, teen, and children. Prizes will be provided by the Friends and there will be a live music program at the end of the summer with Rock-a-bye Beats.

4. Update on building - Ms. Gaspar said the annual inspection of the elevator will take place tomorrow. Also the sprinkler sensor went off line. Wayne Alarm has ordered the necessary part to make the repairs. As soon as the part comes in they will fix it. The rest of the system is currently still working.

Jerry Gove has stripped down the doors and put on two coats of finishing stain. Ms. Gaspar is hoping that there will be a total of 4-6 coats. Jerry also fixed a 4"x6" area on the front door that flaked off and is working on some of the windows.

H. New Business

1. Mr. Cumming asked Ms. Wilton if all meetings, other than library-related meetings, would be moving to the new municipal buildings. Ms. Wilton stated that the intention was to handle many of the meetings in the new municipal buildings but some would remain in the library. She said that there will be a new committee that will decide on building layouts, etc and it will be up to that committee to determine the design of the area for meeting rooms in the new buildings.

2. The Trustees had a lengthy discussion on Executive Sessions. They looked at Robert's Rules, MA regulations, and the necessity to have executive sessions. After the discussion concluded, ***Mr. Cumming made a motion to consider going into Executive Session. Ms. Bambury seconded the motion and the vote was 3-2 not to move into Executive Session.***

3. There was a brief discussion on collaboration to support the Flint Public Library.

I. Next Meeting: The next meeting of the Trustees will be on Tuesday August 10, 2021 at 7pm. The meeting will be held in the Trustees Room at the Flint Public Library and on Zoom, an internet-based meeting space.

J. Adjournment - With no other business, the meeting was adjourned at 9:52pm

Respectfully Submitted

Paula Fee