



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Tuesday, August 10, 2021**

NOTE: The meeting of the Flint Public Library Board of Trustees was held on Tuesday August 10, 2021. Due to COVID-19, this meeting was held both in-person in the Trustees Room at the library and 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, *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 7:03pm.

B. **Signing of Bills:** The bills were signed by the Trustees present and were returned to Ms. Gaspar for processing.

C. **Approval of Minutes:** The Trustees had a brief discussion on the meeting minutes of July 13, 2021. Several changes and corrections were requested. *At the conclusion of the discussion, Ms. Bambury made a motion to accept the July 13, 2021 minutes as corrected. Ms. Paikos-Hantzis 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 July 31, 2021, the balance of the 2021 Annual Campaign was \$10,480. Ms. Wilton stated she expects more donations through the rest of the year. She indicated there are seven or eight individuals who usually wait until the end of the year to donate. In addition, the Friends will send out reminder post cards to everyone who donated in the past three years but have yet to

donate this year. Due to some confusion, Ms. Wilton explained that the Friends report to the Trustees on the Calendar Year but file taxes on the Commonwealth Fiscal Year.

3. Ms. Stankus explained to the new Trustees that, for years, it was the goal to reach \$10,000 in donations. The Friends have been successful in reaching \$10,000 for a number of years and Ms. Stankus stated it was 'fantastic' that they were successful again this year.

4. Ms. Wilton reminded the Trustees that the Friends were receiving donations designated to purchase books in memory of Mr. Andrew Graham Jr. Ms. Johnson is coordinating the process of purchasing the books written by specific authors that Mr. Graham liked. This will be a zero sum process with all donations going directly to the purchase of books. Each book will have a label identifying it as a donated book in memory of Mr. Graham. His family will be notified of each purchase.

5. Ms. Wilton stated that the Friends were thinking about holding the Annual Book Sale. The Book Sale would be held October 22-24 to coincide with the Pumpkin Festival. The Friends will consider holding the Book Sale even if the Pumpkin Festival is canceled. Ms. Wilton reminded the Trustees that the Friends need their assistance during the Book Sale and asked that they add these tentative dates to their calendars. Ms. Wilton will update the Trustees when more information is available.

E. Trustees' Report:

1. Trustees reviewed three Library Policies:
 - a. Policy #18, *Patron Borrowing Policy/Suspension of Privileges* - Ms. Gaspar reported on the research she did on this policy. The Trustees used this information to help them in their discussion. There was a lengthy review and a number of changes were suggested that were grammatical or verbiage changes, as well as, necessary updates to the policy. Because of the large number of changes to this policy, it was suggested that the policy be tabled until next meeting when a clean copy could be presented for a vote. ***A motion to table Policy #18, Patron Borrowing Policy/Suspension of Privileges, was made by Ms. Paikos-Hantzis until next meeting. The motion was seconded by Mr. Cumming and all were in favor.***
 - b. Policy #23, *Policy on Discount Passes/Tickets*. - The Trustees started a discussion on this policy and after a short review and input from Ms. Wilton, it was determined that Ms. Gaspar, Ms. Johnson and Ms. Wilton should meet and discuss the necessary changes to this policy to update it and then present the updated version to the Trustees at the next meeting. ***A motion to table Policy #23, Policy on Discount Passes/Tickets, until next meeting was made by Ms. Paikos-Hantzis. Ms. Sloan seconded the motion and all were in favor.***
 - c. Policy #37, *Flint Public Library Fundraising Policy* - Ms. Gaspar explained the policy and the difference between the first and fourth bullet. The Trustees, during a brief discussion decided to make a small change to the first bullet by adding the word 'Library'. ***Ms. Bambury made a motion to accept Policy #37, Flint Public Library Fundraising Policy, as amended. Ms. Sloan seconded the motion and all were in favor.***
2. Ms. Gaspar informed the Trustees that there are three more policies - one last reviewed in 2016 and two that were last reviewed in 2017 - before they will start reviewing policies last reviewed in 2018. It was noted that reviewing and updating policies is an ongoing process.

F. Treasurer's Report

1. Mr. Cumming reviewed the Treasurer's Report that he had emailed to the Trustees.

2. Mr. Cumming told the Trustees that he moved \$5,000 from North Shore Bank to Fidelity as all paperwork had been completed to allow the opening of an account with this financial service corporation. Mr. Cumming was congratulated for his hard work and diligence in being able to complete the work necessary to finally have access to an investment company to place Trustees funds. The goal now is to earn enough money each year to cover annual costs (approximately \$1,000) and add at least a small cushion to the current balance (\$1,000).

3. The next step is for the Trustees to determine which Fidelity Manager Funds to place the Trustees money. Mr. Cumming stated that after speaking to advisors at Fidelity, there were several funds that could be used. He handed out a list of seven Fidelity Asset Manager Funds and the Trustees had a discussion about how much money to deposit, as well as, which fund(s) should be considered.

The Funds vary by the amount of exposure to stocks. The less exposure the more conservative the account. Mr. Cumming thought conservative would be safer, while others wanted a bit more exposure.

During the discussion the Trustees asked Ms. Wilton which funds the Friends chose to deposit their money. She gave them a detailed account and why the Friends chose the various funds. The Friends have been in Fidelity for three years and overall have done very well. Ms. Wilton kept stressing that the Trustees needed to look long term.

In the end it was decided to leave \$30,000 in North Shore Bank and the rest be moved into Fidelity. *A motion was made by Ms. Paikos-Hantzis to put \$5,000 into a Fidelity checking/money market account, put \$25,000 into Fidelity Asset Manager 30% and \$25,000 into Fidelity Asset Manager 50%. Ms. Bambury seconded the motion and all were in favor.*

G. Director's Report

1. Circulation - Ms. Gaspar said for July there were 6,423 items circulated. This was 90% of pre-covid figures and demonstrated that people are returning to the library. When questioned about the children's programs, Ms. Gaspar stated that the three Rockabye Beats programs had 87, 95 and 73 participants. There are also 200 children participating in the Summer Reading Program.

2. Budget - It is early in the fiscal year so all lines are well within limits. There was a question about one line already being zeroed out. Ms. Gaspar said those funds go to the Consortium (MVLC) at the very beginning of the Fiscal Year.

3. Library Programs - Ms. Gaspar thought that she had emailed this report to the Trustees but she had not done so. As a result, she apologized for the error and promised to email tomorrow for the Trustees to review. Trustees could contact Ms. Gaspar if they had any questions.

4. Summer Reading - This program is going very well. The Adult and Teen programs wrap up on August 13th. The Children's Program goes to August 20th. As previously mentioned about 200 children have signed up for the program. Any child who completes 20 hours of reading are eligible for free tickets to the Topsfield Fair.

5. Building Report - A portion of the storm gutter was broken and resulted in water coming in the basement door. It has been repaired and the company checked the rest of the gutter and determined that it was in good shape.

Mr. Jerry Gove has finished repairing the door.

Ms. Gaspar told the Trustees that there are also several trees in very bad shape. There is an ongoing attempt to determine what is killing them. DPW told Ms. Gaspar that two trees need to be taken down while they will attempt to save a third tree. The town will put in Rose of Sharon bushes to replace the trees being removed. The Trustees hoped the bushes would be the tall Rose of Sharon (12') and have pink or purple flowers. Ms. Gaspar stated she would present their request.

6. Staff - One substitute and a page have given their notice. The staff member on leave is expected back at the end of August. The staff held a meeting to discuss contingency plans for the Fall. Currently all staff are covering all shifts and jobs. Ms. Gaspar hopes the staff member on leave will be back on the 23rd of August. Ms. Gaspar is also in the process of hiring new substitutes and a page.

7. Salary Budget Line - Ms. Gaspar mentioned that because there was a staff member on family medical leave, this staff member's shifts had to be covered by Substitutes and this has spent down the salary budget more quickly than usual. Ms. Gaspar will keep them posted if this presents a problem at the end of the fiscal year.

H. New Business

There was no new business

I. Next Meeting - The next meeting of the Trustees will be on Monday, September 13, 2021 at 7pm. It will be a hybrid meeting being held both in the Trustees Room at the Flint Public Library and on Zoom.

J. Adjournment - With no other business, *Mr. Cumming made a motion to adjourn at 9:03pm. Ms. Bambury seconded the motion and all were in favor.*

Respectfully Submitted,

Paula Fee, Recording Secretary