



**Minutes of the Special Meeting  
of the Flint Public Library  
Board of Trustees  
Monday, October 4, 2021**

NOTE: This meeting was held in-person and via ZOOM, an Internet-based meeting space. Attendees could choose to attend in the manner that worked best for them. For those who are not able to attend, meeting minutes will be posted on the library website and the town website at a later date.

**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; John McQueen, Ilene Twiss, Middleton Town Clerk, and Paula Fee, Recording Secretary

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

**B. Review Library Director Job Description:** The Board of Trustees, Ms. Gaspar and Ms. Wilton had a very long and in depth review of the current Library Director Job Description that was written after Ms. Gaspar was hired and was last updated in 2018. Everyone wanted to ensure the Job Description was current and could be used by applicants to determine if they have the qualifications for the position and it is a job that interests them. It can also be a guideline for the Screening Committee.

Ms. Sloan requested that the meeting be recorded. After a brief discussion the request was approved. It was not determined how or where the recording will be preserved.

The changes made to the Library Director Job Description are at the end of the minutes or can be seen by using the link to the recording of the meeting. (

[https://us02web.zoom.us/rec/share/IS0D5zobU5zM6HN3OmLxLDtHjyFFbj71X5Nc6o6dsFCWb64ZGq0INGVt297z9s.YuDzeAgGkOLuRMc\\_](https://us02web.zoom.us/rec/share/IS0D5zobU5zM6HN3OmLxLDtHjyFFbj71X5Nc6o6dsFCWb64ZGq0INGVt297z9s.YuDzeAgGkOLuRMc_) )

Passcode: 68HS=F@.

**C. Brainstorming Activity:** Ms. Stankus explained the activity to everyone. Each person was asked to answer a number of questions. The questions and combined answers (many were repeated by several people present) are as follows:

List up to three words that describe what you love about the Flint. Answers included-

- Active (lots of programs)
- Audio-books
- Books
- Community
- Community Connection
- Community Involved
- Design (building melding old & new)
- Family friendly
- Friendly
- Helpful
- Kind
- Multiplex (old & new, lots of programs for all ages)
- Newsletter
- Responsive
- Staff
- Staff Knowledge
- Staff personalities
- Warm
- Welcoming

List up to three qualities/skills that are the most important in a Library Director. Answers included:

- Budgeting
- Communication
- Community Supportive
- Confidence
- Continues to Grow
- Dedication to Middleton
- Friendly
- Good Listener
- Knowledgeable
- Leadership
- Likable
- Multi-tasker
- Organized
- Outgoing
- Personable
- Teamwork
- Technology
- Trust/Customer Service

Name the top two or three priorities for the new Library Director. Answers included:

- Attend Programs
- Building Systems
- Children's Services

- Current Technology
- Get to know Community
- Get to know Staff and get their opinions
- Greeter and welcome Patrons
- Help with new Municipal Complex plans, Support Council on Aging Fundraising/Municipal Complex plan
- Meet Community
- Organization of staff
- Programs
- Relationship to Board of Trustees and Town Administrator
- Set Goals and Objectives
- Social Media
- Staff Hours analysis
- Staff training

If you had a magic wand and cost was not an issue, off the top of your head, what is the one thing you would change about the Flint? Answers included-

- Add extension to building for Makerspace/teen area/study rooms
- Add more staff with higher pay
- Establish an open-ended fund of money to be used for anything invested responsibly and used
- Increase Materials Budget
- Main Entrance layout, not currently welcoming, Remake entry to be more welcoming, open & accessible
- Open more hours
- Parking

All of the responses to the questions in this short brain storming session showed that the Board of Trustees are all on the same page and the responses should be very helpful going forward in the process of hiring a new Library Director.

**D. Screening Committee-update and selection:** Ms. Stankus said that the process of filling positions on the Screening Committee is on-going. She has met with Mr. Sheehan and some positions will be filled by town officials. The Chair and one member of the Board of Trustees, and the President of the Friends of the Flint will also be on the Committee. There have been numerous applications from the general public and Ms. Stankus said that Mr. Sheehan will probably select three citizens to sit on the Committee. Ms. Sloan hoped selections will represent the whole community.

Mr. Sheehan will not sit on the Committee but will be updated as the process moves forward.

Selection Committee members include:

1. Board of Trustee Chair - Melissa Stankus
2. Board of Trustee member - George Cumming (selected by vote of the Board of Trustees)
3. President of the Friends of the Flint - Annie Wilton
4. Chair of the Select Board - Brian Cresta
5. Select Board member – Kosta Prentakis
6. Chair of the Finance Committee - John Erickson
- 7-9. Community Representatives - TBD

**E. Next Meeting:** The next regular meeting of the Trustees will be on Tuesday October 12, 2021 at 7:00PM. The meeting will be held in the Trustees Room at the Flint Public Library and on Zoom, an internet-based meeting space.

**F. Adjournment** - With no other business, Ms. Stankus adjourned the meeting at 9:33 PM.

Respectfully Submitted

Paula Fee  
Recording Secretary

Attachment - Job Description - Draft

## **Library Director**

### **Position Purpose:**

Provides leadership for the library system by directing and managing all operations of the Flint Public Library; performs highly professional, administrative, and supervisory work in directing the activities and operations of the Library and in overseeing all library services and resources. Performs all other related work as required.

### **Supervision:**

*Supervision Scope:* Performs complex and responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel.

*Supervision Received:* Works under the policy direction of the Library Board of Trustees; works under the administrative direction of the Town Administrator.

*Supervision Given:* Directly and through subordinates, supervises all library employees. Hires, develops job direction, assigns tasks and instructs, monitors personnel performance, and counsels and disciplines staff consistent with library policies.

### **Job Environment:**

Work is performed under typical office and municipal library conditions. Essential functions are regularly performed without exposure to adverse environmental conditions. Library operating hours may require evening and weekend work.

Has a working knowledge of current technology including, but not limited to: computers, printers, scanners, facsimile machines, copiers, telephone systems, library alarm systems, electronic devices, and other standard office/library equipment.

Has frequent contact with patrons, town departments, vendors, service providers, local schools/educators, the Board of Library Trustees, community clubs/organizations, and municipal network library staff, book dealers/library material vendors, local businesses, and the general public. Work requires significant internal and external interaction.

Has access to all department-level confidential information, which requires the application of appropriate judgment, discretion and professional office protocols.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Manages all aspects of library services in conformance with the policies adopted by the Board of Trustees. Plans and oversees the implementation of library services and operations.

Advises the Board of Trustees in library matters and keeps the Board informed of relevant issues and developments. Attends all Board of Trustee meetings. Follows open meeting laws and oversees the Recording Secretary who is present at meetings to take the minutes.

Develops policies and recommends them to the Board of Trustees.

With staff, develops, coordinates, and prioritizes annual and long-range goals and objectives for each department and the library as a whole. Ensures coordination of operations among the departments. Assesses department performance and directs corrective action as required.

Manages library expansion projects, attends committee meetings and reports to other town committees as required. Develops interim plans for keeping the library open during construction periods. Attends building committee meetings and advises building committee. Advises designers on library functionality. Monitors progress of project. Communicates with the public, staff, Board of Trustees and media. Administers budgets, including grant funds. Develops RFP's; advertises RFP's; attends negotiations.

Prepares annual budget recommendations to the Board of Trustees and presents the annual budget to the Town Administrator, Finance Committee and Select Board on behalf of the Board of Trustees. Presents budget to Town Meeting for adoption. Oversees the expenditure of funds and maintenance of financial records, updating the Board of Trustees on a monthly basis. Submits required reports and budgets to the Town.

Oversees all materials selection. Selects material for the Library collection in designated areas.

Manages the library's building and facilities. Oversees all aspects of maintenance of the building, equipment within the library, and grounds. Keeps Board of Trustees updated. Establishes agreements with service providers and vendors. Oversees the use of the facility by groups using the Flint Public Library.

Actively seeks outside sources of funding such as grants from federal and state agencies and private foundations or other organizations to supplement annual budget. Notifies Board of Trustees of grant funds available; applies for grants.

Publicizes the services available at the library and encourages their use through the website, social media, newspaper articles, regular online newsletters, speeches, displays, and special events.

Serves as an advocate for the Library among the public, the Board of Trustees, and other town officials and organizations. Actively serves on the boards of various community organizations. Leads outreach efforts to inform and educate the community about all the resources the library has to offer.

Represents the Library to local and state agencies and by membership and participation in professional organizations. Attends regional and national conferences, meetings and workshops. Works with other libraries in planning and implementing regional and state-wide library services. Participates in professional library organizations.

Oversees the completion and timely submission of the ARIS (Annual Report Information Survey) and Financial Report to the state.

Provides professional guidance for collection development of print and electronic resources.

Provides ongoing analysis of current technology appropriate for library usage. Updates and improves existing technology as needed. Responsible for maintenance of the network and other computer resources. Responsible for maintenance and update of the Flint Public Library website.

Maintains current knowledge of library trends and keeps current with literature in the field. Ensures that staff keeps current in professional development. Provides staff training in library services, both technical and professional.

Performs library duties and covers shifts as needed.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Master's Degree in Library Science from an A.L.A.-accredited institution, supplemented by five (5) years of administrative and supervisory library experience at a progressively responsible level; training in public administration, budgeting, and statistical analysis; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

The ideal candidate should have experience with building maintenance and library building systems.

#### **Knowledge, Ability and Skill:**

*Knowledge:* Extensive knowledge of professional library principles, practices, and services. Considerable knowledge of library administration and management as applied to

automation, personnel, collection development, planning, and budgeting. Knowledge of state, regional and local resources and services vital to library operations. Extensive knowledge of current library technology, its application within a regional library. Knowledge of standard office procedures, practices, forms, and equipment.

*Ability:* Ability to manage a complex, technologically-innovative modern library organization. Ability to analyze administrative problems and library needs, to evaluate library services, and to make recommendations for revisions. Ability to communicate effectively with the all members of the public, including children and teens, in a courteous and tactful manner. Ability to write and administer grants. Ability to direct the work of professionals and non-professionals. Ability to fairly and tactfully enforce library policies. Ability to understand, operate, and troubleshoot computer systems and associated related software. Ability to interpret community interests and needs.

Ability to work collaboratively with town departments, administrations, and boards.

*Skill:* Flexibility in order to adapt to constantly changing technology. Good public speaking skills. Excellent public relations skills to deal with people effectively and appropriately. Strong budgetary and financial management skills. Good organizational skills.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* Tasks require the ability to exert light physical effort, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (40 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Vision and hearing at or correctable to normal ranges. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Ability to access multi-level library building.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

Updated 10 4 2021 Middleton, MA

Library Director

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