



**Minutes of the Meeting  
The Flint Public Library II  
Board of Trustees  
Monday, September 13, 2021**

NOTE: The meeting of the Flint Public Library Board of Trustees was held on Monday September 13, 2021. Due to COVID-19, this meeting will be 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 are not able to attend, minutes of the meeting will be posted on the library website and the town website after the meeting. To join the meeting please email the Library Director, Melissa Gaspar at [mgaspar@flintpublib.org](mailto:mgaspar@flintpublib.org) for the zoom meeting connection information. 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; 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. **Signing of Bills:** The bills were signed by the Trustees who were present and returned to Ms. Gaspar for processing.

C. **Approval of Minutes:** The Trustees made several changes to the minutes. *Ms. Bambury made a motion to accept the August 10, 2021 minutes as amended. Ms. Sloan seconded the motion and all were in favor.*

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

1. Ms. Wilton told the Trustees that the Friends held their meeting last week. It was their first since June.

2. As of August 31, 2021, the balance of the 2021 Annual Campaign is \$10,480. This is up slightly since the last Trustee Meeting. Ms. Wilton also stated that several donations came in today and she expects several more at the end of the year.

3. Ms. Wilton will be sending out reminder post cards in the next few weeks. These cards usually result in more donations. She will include on the card that the library is open full time, as well as encourage attendance at the Preview Night of the Book Sale on October 22.

4. Ms. Wilton stated that the Friends put money into Fidelity in 2019 and over that time have made approximately \$90,000 which is much more than expected.

5. Ms. Wilton talked about a fundraiser. The idea would be to repair/replace the bricks near the parking lot door. Many of the bricks are faded and hard to read. At the same time, it would be an opportunity to sell more bricks as a way to raise money.

6. Ms. Wilton told the Trustees that the Book Sale would be held October 22-24. The Preview Night will be on Friday night and set up will be the week of the 19th. Changes to make the Book Sale safer due to Covid will include no cafe, one way aisles, open windows, air purifiers and free Halloween bag of wrapped candy to go. Ms. Wilton also stated that she hoped all the Trustees would assist in the sale.

Ms. Stankus explained the process of set-up, cost of books, as well as hours over the weekend and extended hours during the week. She explained how many of the remaining books are donated to appropriate groups. Ms. Stankus also explained how the Trustees are advocates for the library, attend programs and get others involved. Helping at the Book Sale is one opportunity for Trustees to participate in their role as Trustee.

## **E. Trustees' Report**

1. Trustees reviewed Policy #18, *Patron Borrowing Policy/Suspension of Privileges* - This policy has been revised and updated since the last meeting. The Trustees had a brief discussion and then ***a motion to accept Policy #18, Patron Borrowing Policy/Suspension of Privileges as edited was made by Ms. Sloan. The motion was seconded by Mr. Cumming and all were in favor.***

2. Policy #23, *Policy on Discount Passes/Tickets*- There was not enough time to revise this policy prior to the meeting. Ms. Gaspar, Ms. Johnson and Ms. Wilton will work on this policy with the goal of having it ready for the next meeting.

3. Ms. Stankus reviewed the process of receiving State Aid, approximate allotment of money the Flint gets each year, usage of funds, and allowed rollover. One use of the State Aid funds is to provide educational stipends to help equalize salary/benefits with other libraries. This application period saw one staff member, Justin Liberti complete the forms requesting the stipend. After a short discussion, ***Ms. Bambury made a motion to provide Justin Liberti with a stipend in the amount of \$4,238 to pay his tuition bill. Ms. Paikos-Hantzis 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 went over the Treasurer's Report and the amounts of money in each of the Trustee's accounts. He stated that there was \$50,000 at Fidelity and it had already accrued \$520.

2. Mr. Cumming discussed the possibility of moving more money from North Shore Bank to Fidelity and put that money into either the current funds or select a new one. All the Trustees gave their opinions and the final decision was to do more exploration - ex. find the minimum amount of money that can be left at NS Bank - and come back next month with more

information. The Trustees must also think about how much money to move and how to divide it as well as what level of risk to take.

3. Mr. Cumming reminded the Trustees that the CD is coming due and they must make a decision on what to do with the money by December.

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

1. The Circulation Report showed 'really good numbers' for both July and August - 6,423 and 6,587 respectively. The highest circulation number for one month was 8,000 so these numbers occurring just after the library reopened are very good but still have room for improvement. There was a discussion on overdrive and ebooks. Ms. Gaspar stated they were both doing well. She also stated ebooks 'were here to stay'. Mr. Cumming added publishers were charging libraries a higher price for ebooks which needed to be corrected.

2. The Budget was well within limits. Ms. Gaspar stated that she had no updates.

3. Ms. Gaspar reviewed Library Programs and reported that there were 34 in August. She also told Trustees that all staff post to various social media platforms to advertise upcoming programming and the Facebook page is attached to the Twitter account.

Mr. Cumming made a request to start a Bridge Club and Ms. Gaspar said that she would be happy to do so. She asked if Mr. Cumming could get some people who would be interested in participating. She would also advertise the program to get others involved.

Ms. Gaspar mentioned 'Sails and Trails' and spoke about a Mini Community Read for one month using Robin Wall Kimmerer's book *Braiding Sweetgrass*. The library will promote the book and program throughout the month. The book will also be used in Book Club.

Ms. Wilton reminded everyone about the program that will be sponsored by the library and Historical Society discussing Sandy Rubchinuk's book.

4. Ms. Gaspar gave the Summer Reading Program final numbers. There were 214 children signed up for 'Tails and Tales' and 57 children over the age of eight who qualified for the Read and Win Prize Pack. There were also 11 teens and 39 adults who participated in the Summer Reading Program.

5. Ms. Gaspar gave an Update on the Building telling Trustees that: a) there is still a small roof leak that is being repaired, b) Mr. Jerry Gove is working on the woodwork around the windows near her office, c) there will be some masonry work done on the fire station side of the library and, d) LeMay Construction is doing work on the tongue and groove ceiling under the balcony.

6. Ms. Gaspar went over Staffing and stated that two job offers have been made for substitute positions. Both individuals have accepted the offer and will start work after the completion of CORIs and other requirements. Each substitute will work every other Sunday and either Tuesday or Thursday evening. Both will usually work for a total of no more than 8 hrs/week.

Once the substitutes are in their positions, Ms. Gaspar will begin filling the page positions.

Ms. Gaspar gave her notice of retirement as of February 1, 2022. She gave each Trustee a folder with a copy of her retirement letter and information about the process of hiring a new director.

She is hoping for a smooth transition and can remain longer if necessary for that to happen.

The Trustees discussed Ms. Gaspar's plan to retire and thanked her for service.

The Trustees discussed the process of moving forward to replace the Director. Ms. Sloan volunteered to be on the Screening Committee.

Finally, Ms. Gaspar said that the staff member who has been on family medical leave returned starting at 20 hours. She is currently working 30 hours and by next Monday will be working FT.

**H. New Business**

1. There was no new business.

**I. Next Meeting:** The next meeting of the Trustees will be on Tuesday October 12, 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, Mr. Cumming made a motion to adjourn. Ms. Paikos-Hantzis seconded the motion and all were in favor. The meeting was adjourned at 8:41pm.

Respectfully Submitted

Paula Fee  
Recording Secretary