



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
1 South Main Street
Middleton, MA 01949
Tuesday, October 12, 2021**

NOTE: The meeting of the Flint Public Library Board of Trustees was held on Tuesday, October 12, 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 are posted on the library website and the town website after the meeting.

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, President of the Friends of the Flint; and Paula Fee, Recording Secretary

A. Call to Order: Ms. Stankus called the meeting to order at 7:04PM and she stated the meeting was being recorded via Zoom. Prior to the normal order of business, Ms. Stankus informed the Board of Trustees “At our last meeting we made a mistake in the way we elected who would be on the Screening Committee. Our secret ballot was in violation of the Open Meeting Law, so I would like to revote that vote openly and publicly.” At this time, Ms Stankus asked all those in favor of Allison being on the Committee to please raise their hand. (Ms. Paikos-Hantzis and Ms. Sloan raised their hand). Then all those in favor of George being on the Committee were asked to please raise their hand. (Ms. Bambury, Ms. Cumming and Ms. Stankus raised their hand). The final vote was “Three to two, and George will be on the Committee.” Ms. Paikos-Hantzis questioned “whether there should be a vote for the second position”. Ms. Stankus explained that as Chair of the BOT she is automatically on the Committee so no further vote needed to be taken.

B. Signing of Bills: The bills were signed by at least three members of the Board of Trustees who were present and then the bills were returned to Ms. Gaspar for processing. All members were given the opportunity to sign the bills.

C. Approval of Minutes:

1. Monday, September 13, 2021- There were several additions and corrections requested. One sentence was stricken and two were added. *Ms. Bambury made a motion to accept the minutes for Monday September 13, 2021 as corrected. Mr. Cumming seconded the motion and all were in favor.*

2. Monday, October 4, 2021- The minutes of the Special Meeting were reviewed. Requests were made to remove the job description and the brain storming exercise. After a brief discussion, both were left in the minutes. Some changes that were made included adding 'Draft ' to Job Description and changing 'Selection ' to 'Screening 'Committee. *Mr. Cumming made a motion to accept the minutes for the Special Meeting on Monday October 4, 2021 as corrected. Ms. Bambury seconded the motion and all were in favor.*

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

1. Ms. Wilton informed the Board of Trustees that the Friends of the Flint would not be meeting until tomorrow night.

2. Ms. Wilton told the Board of Trustees that the Friends of the Flint had received a very generous check from the Curvey Foundation in the amount of \$4,000. \$3,000 was designated for Children's Programs and \$1,000 was being given to Neighbors-In-Need.

Ms. Wilton explained that the Curveys had lived in Middleton and had liked and supported the Library while they were here. They have continued to give a financial donation even though they have moved. In response, each year the library sends a thank you to the Curvey Foundation which always includes a list of all the many programs that were supported by their donation and the numbers of children who participated.

3. Ms. Wilton reminded the Board of Trustees that the Book Sale would be held starting on Friday, October 22 and that she hoped the members would be willing to help with the set-up and sale.

She explained Friday, October 22 from 6-8pm was Preview Night and was open only to members of the Friends. Saturday and Sunday would be open to the general public. Ms. Wilton stated that on Wednesday, October 20 and Thursday, October 21 the books that were currently boxed would have to be put out on the tables. The books will need to be put out on the tables by fiction/non-fiction, content/category, and author. Additionally, assistance at the sale would be appreciated.

4. Mr. Cumming asked about Neighbors-In-Need. Ms. Wilton went into great detail to explain all aspects of this wonderful program for Middleton families in need of assistance during the holidays. Ms. Gaspar stated that it was one of the best outreach programs that we do thanks to the hard work and generosity of the Friends, especially Judy Gallerie.

E. Trustees' Report:

1. The Trustees had a lengthy discussion to finalize the job description for the Library Director. Ms. Stankus reminded the Trustees that they have worked for a number of hours going into great detail about the job description and she would entertain edits on things that had been discussed. She then opened the floor to Trustee requests of changes and corrections, including having mention of providing service, working with schools and whether the Director worked with or under the Town Administrator. Ms. Stankus finally stated that the job description was probably the best one that had been developed and requested a motion on accepting it. ***Ms. Bambury made a motion to accept the the job description for the Library Director with the accepted corrections. Mr. Cumming seconded it and the Trustees voted 4-1 with Ms. Sloan voting against the motion as she felt more time should be spent in developing the job description because voting now 'short changed the final product.***

2. Library Policy #23 (Discount Passes/Tickets) was reviewed and revised by Ms. Gaspar, Ms. Wilton and Ms. Johnson. This draft policy was presented to the Board of Trustees for their input. After a brief discussion, one change was made - The section on returning passes was stricken and it was replaced by "The returnable passes should be returned before the library opens the following day so another family may use the pass in a timely way." ***Ms. Paikos-Hantzis made a motion to adopt Policy #23, Flint Public Library Discount Passes/Tickets Policy, as amended. Ms. Sloan seconded the motion and all were in favor.***

3. Ms. Gaspar reviewed the remainder of this year's calendar for staff holidays. She told the Board of Trustees that at Thanksgiving the library closes at 4pm the Wednesday before the holiday. Naturally, it is not open on Thanksgiving, and the library is also closed on that Friday. Ms. Gaspar went on to explain that Christmas falls on a Saturday this year. Per the Town of Middleton, when a holiday falls on a Saturday, employees have the Friday off. So the library will be closed on December 24 and 25. She requested that the library also be closed on Sunday December 26 so that staff could have the entire holiday weekend. ***After a brief discussion, Ms. Sloan made a motion to approve the Christmas Weekend as explained by Ms. Gaspar with the library also being closed on Sunday. Ms. Bambury seconded the motion and all were in favor.***

F. Treasurer's Report:

1. Mr. Cumming sent out both the treasurer's report and a memo that listed possible considerations for further investment of funds.

2. Mr. Cumming pointed out that they lost \$1001.90 this month but this was partially offset by the \$500 gain last month. It was noted that these investments were for the long term and that there is current volatility in the stock market.

3. Mr. Cumming reminded the Board of Trustees that the CD at North Shore Bank will mature in early December and the checking account at the same bank has a balance of \$31,000. \$26,000 could be moved from the checking account leaving \$5,000 to pay the bills.

4. Mr. Cumming offered several possible considerations for investing additional funds including:

a) Do nothing.

b) Split the money in half and invest in the two current funds.

This is a conservative move putting funds into Fidelity Asset Manager 50% and Fidelity Asset Manager 30%.

c) Invest the \$26,000 in a third fund, Fidelity Asset Manager 70%.

This is riskier but still a conservative investment.

- d) Put it all in Fidelity Asset Manager 30%. Which is a very conservative move.
- e) Split the money 70 / 30 between two other different funds that have different risk options- one riskier, the other more conservative. (This is a do-it-yourself investing and requires far more monitoring.)
- f). Invest in a well-known fund, Fidelity Puritan (FPURX), with average 20% return and a good long-term record. Riskier but better return. This fund is well-regarded and is not considered a chancy sort of investment.

The Board of Trustees discussed all options and then ***Ms. Paikos-Hantzis made a motion to take \$26,000 out of the North Shore Bank checking account and put it in a 70%-30% Fidelity Asset Fund. In addition, at the next meeting, make a decision about the money in the CD (\$51,000). The motion was seconded by Ms. Sloan. The vote was 4-1 in favor of the motion with Mr. Cumming abstaining.***

G. Director's Report:

1. Ms. Gaspar reviewed the Circulation Report. She stated that the library was making progress. She reminded everyone that the record for circulation for a year is 80,000. The numbers for the first three months of FY22 total 18,913. If this trajectory continues the total for the year could reach over 75,000 which would be excellent numbers with Covid still present. Ms. Gaspar went over the Budget Report. She said the budget was well within parameters and there were no issues. The snow blower did not work which could have been an issue but it is under warranty and is currently being repaired.

There were questions on State Aid and Ms. Stankus gave an in-depth overview of State Funds including the amount of funds, how the money is used, trying to keep some in reserve for emergencies and how the town keeps the funds in a separate non-interest account. Ms. Gaspar added that being in compliance was important to receive funds. To be compliant, a certain percentage of the budget must go to materials. That percentage is determined by the population of the Town.

Both Ms. Stankus and Ms. Gaspar also gave a short overview of the annual budget process.

2. Ms. Gaspar discussed Library Programs and Services and said that although she did not have the numbers in front of her, that more in-person programming was coming along. As an example, the outside movies have had good numbers and have been a lot of fun.

Mahjong has also restarted but not with pre-covid numbers. Ms. Gaspar feels some participants are still hesitant and are being cautious.

Ms. Gaspar reminded everyone about the Community Read which will be held in November.

They will be using Robin Wall Kimmerer's book *Braiding Sweetgrass*. November is Indigenous Peoples' Month and is one of the reasons this book was chosen. Ms. Kimmerer draws on her own experiences as an indigenous person and a PhD. level botanist to show the importance of nurturing ecological awareness as well as developing a relationship with the natural world.

Copies of the book are available in the library.

The library will promote the book in several ways throughout the month. As an example, Felicia will do a poetry program with teens on Indigenous teens poetry. The book will also be used in Book Club and the Just think Group.

3. The new print management system is being installed and was first attached to a 'guinea pig' computer with the assistance of a knowledgeable MVLC tech. Ms. Gaspar with the help of

the tech attached the printer to the rest of the computers and was able to fix the issues in the computers so that they are now patron friendly.

4. Ms. Gaspar said the Owls are ready to go. The Owl provides a wider view and better quality sound during a zoom meeting. It would be very helpful when there are eight or more people present and a larger meeting space is used. The Board of Trustees are thinking of trying the Owl during the December meeting.

5. Ms. Gaspar wrote and received a grant for 5 T-Mobile hotspots. The hotspots will be signed out like a book and can provide access to the internet. The hotspots are already being circulated. The grant pays for the hotspots until 9/2022 at which point a decision will need to be made as to whether the cost to continue the hotspots should be included in the library budget.

6. Ms. Gaspar asked the Board of Trustees if they would brainstorm ideas for FY23 goals. She would send out previous goals to help them in determining possible goals that would be submitted for inclusion in the Town Report.

7. Ms. Gaspar stated the building had some electric updates (recessed lights); Wayne Alarm will be coming on Tuesday to look at the intrusion and fire systems that are in place, renumber and label everything, fix the smoke detector and possibly add carbon monoxide detectors; the HVAC system is being changed over to heat; and Ms. Bambury requested that some small holes in the wall in the Trustees Room be repaired.

Mr. Cumming asked if the landscaping was part of the building. It was explained by Ms. Gaspar and Ms. Wilton that landscaping is very complicated. The Friends take care of the majority of work. The library budget provides a small amount of money for plants around the electric sign. The DPW does do some work that is within their contract. In addition, the Garden Club provides plants by the doors and holiday decorations both in and outside the library. Paul Richardson also provides some decorations during the various Town celebrations - i.e. Pumpkin Festival.

H. New Business:

The Board of Trustees discussed if the meetings should continue to be recorded by Zoom or possibly be recorded by the Town. Ms. Gaspar and Ms. Stankus will look into the best method and report back to the Board of Trustees.

I. Date for Next Meeting: Monday, Nov. 8, 2021 at 7pm

J. Adjournment- The meeting was adjourned without a vote at 9:05pm

Respectfully Submitted,
Paula Fee, Recording Secretary