



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Middleton, MA 01949
Monday, November 8, 2021**

NOTE: The meeting of the Flint Public Library Board of Trustees was held on Monday, November 8, 2021. Due to COVID-19, this meeting was held both in person at the library and via ZOOM, an Internet-based meeting space. It was 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 and the recording will be posted on the library website and the town website after the minutes of the meeting have been approved. To join a meeting please email Library Director, Melissa Gaspar at mgaspar@flintpublib.org for the zoom meeting connection information.

Members Present: Melissa Stankus, Chairperson; Donna Bambury, George Cumming, Maria Paikos-Hantzis and Allison Sloan

Others Present: Andrew Sheehan, Town Administrator; Melissa Gaspar, Library Director; Annie Wilton, Friends of the Flint; Felicia Gminski, Susan Rubin and Paula Fee, Recording Secretary

A. **Call to Order:** Ms. Stankus called the meeting to order at 7:00pm

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

C. Approval of Minutes:

After a lengthy discussion on the minutes of the last meeting, *Ms. Sloan made a motion to table the vote to accept the minutes for Tuesday October 12, 2021 until next meeting. Ms. Paikos-Hantzis seconded the motion and all were in favor.*

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

1. Ms. Wilton reported the Annual Campaign broke \$15,000. This total is tracking \$2500 ahead of recent totals with almost two months left to the year. Ms. Stankus was 'very excited' about this achievement and Ms. Gaspar said the total was 'awesome'. Ms. Wilton stated that it had to do 'with all Melissa and the staff did - it was a team effort.'

3. The Annual Book Sale totaled \$462.00 down from the usual \$750-850. This was because the Book Sale was scaled down. Ms. Wilton felt the amount was good in light of the limitations and thanked those who helped. She also said that the Friends will discuss whether they will continue doing this fundraiser.

4. Ms. Wilton said some of the books that were not sold were donated to the Middleton Jail and the Cultural Council of the Philippines from Andover.

5. Reminder post cards were sent out and generated a number of donations.

6. Eagle Bank gave a donation of \$2,500 to Neighbors-in-Need.

7. Ms. Wilton thanked Ms. Gaspar and Ms. Twiss for their help in getting the membership forms ready to go out with the Census.

E. Trustees' Report:

1. Mr. Sheehan attended the meeting for two reasons.

He said the first meeting of the Screening Committee for the new Library Director will be on Thursday, November 18. The Assistant Town Administrator, Ms. Jackie Bresnahan will be at the meeting. She will explain the responsibilities of the Committee as well as review laws and policies. Co-chairs will be elected and the applications and resumes will be distributed. There was a brief overview of the Committee's three citizens-at-large members - Natasha Bansfield, Anne Cote and Shirley Raynard.

Mr. Sheehan also wanted to clarify how the Library Director interfaces with the Town Administrator and the Board of Trustees. He stated that the Library Director is a Department Head who reports to and works under the Town Administrator. The Library Director also works under the Board of Trustees which is an advisory board that the Director can use as a resource to ask questions and who directs policy.

Ms. Gaspar stated that historically the Library Director worked under the Town Administrator and worked under the policies of the advisory Board of Trustees.

2. The Library Director explained that in a community with a population over 10,000 the new director would either have to have a Masters Degree in Library Science or have completed four necessary courses (BLT) and be candidate in a Masters Degree program in Library Science. They would have three years to complete the Masters Degree in Library Science. Their title would be Interim Director.

3. Video recordings will continue by Zoom with a change to an Institutional Enterprise Account. Cost of the upgrade should come from the Technology Budget. Mr. Sheehan said Zoom will be used for now while working on a plan to determine how best to get video in the future.

4. There was a brief discussion on communications and working as a team.

5. Brainstorming for FY23 goals was postponed until the next meeting.

F. Treasurer's Report:

1. Mr. Cumming sent out both the Treasurer's Report and the Trust Fund Investment Policy.

2. Mr. Cumming reviewed the Treasurer's Report going over the balances of the various accounts.

3. Mr. Cumming started a discussion on investing the CD coming due in December. He provided several ideas. After a discussion, ***Ms. Paikos-Hantzis made a motion to divide the CD funds equally between the three funds the Trustees currently have as well as the Puritan Fund. Ms. Bambury seconded the motion and all were in favor.***

Mr. Cumming said he would start the process of closing out the CD and moving the funds to Fidelity but it probably won't be completed prior to the next meeting.

G. Director's Report:

1. Ms. Gaspar reviewed the Circulation Report. The record for circulation for a year is 80,000. The circulation number for October is 6,389 keeps the library on target to reach 75,000 by the end of the year. The current year total is 12,264 more than last year.

2. In total there were 20 adult, 11 teen and 72 children's programs in October. At this time, the library is in flux attempting to get back to the regular routine and Ms. Gaspar expects the total to increase.

3. All budget lines are within normal limits.

4. All policies are on the website.

5. The only issue with the building is the boiler. It is working and the building has heat. However, the digital communications is not working and the service tech is in the process of repairing it. The boiler also needs two valves but there should be adequate funds in the maintenance line.

6. The snow blower had to be repaired. Cost was \$500 and it is guaranteed for the rest of the season.

7. The requested repair on the wall over the library painting of the library is on the 'to do list'.

8. The Trustees had a lengthy discussion on reopening the meeting room. The Director agreed to follow the current policy and further discussion of the Meeting Room Policy is tabled until 2022.

H. New Business:

The Special Town Meeting will be held at the Howe-Manning School on November 16.

I. Date for Next Meeting: Monday, December 13, 2021 at 7:00PM

J. Adjournment- Ms. Bambury made a motion to adjourn. Mr. Cumming seconded it and the meeting was adjourned at 9:31pm

Respectfully submitted by
Paula Fee, Recording Secretary