



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Middleton, MA 01949
Monday, December 13, 2021**

NOTE: The meeting of the Flint Public Library Board of Trustees was held on Monday, December 13, 2021. Due to COVID-19, this meeting was held both in person at the library and via ZOOM, an Internet-based meeting space. 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 they are approved.

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

Others Present: Jackie Bresnahan, Assistant Town Manager/HR Director; Melissa Gaspar, Library Director; Annie Wilton, Friends of the Flint; Shirley Raynard, Helen Corbett, Natasha Bansfield, and Paula Fee, Recording Secretary. A number of others joined the Zoom meeting at various points and stayed for different lengths of time.

A. Call to Order: Ms. Stankus reminded everyone that the meeting was being recorded and she called the meeting to order at 7:02pm

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:

1. After a discussion on the minutes of the October 12, 2021 meeting, *Ms. Stankus tabled the vote on the minutes for the Tuesday October 12, 2021 meeting until January.*

2. A lengthy discussion took place concerning the November 8, 2021 minutes.

a. Ms. Paikos-Hantzis wanted the word 'with' to be changed to 'under', and the word 'advisory' to be stricken, and the end of the sentence be removed in the Trustee's Report #1 on page 2. After a lengthy discussion, *Ms. Sloan made a motion to make the changes requested by Ms. Paikos-Hantzis. Ms. Paikos-Hantzis seconded the motion. The vote was 2 for and 3 against. The motion did not pass.*

b. After some continued discussion in the same section of the minutes, **Mr. Cumming made a motion to just change the word with to under. Ms Bambury seconded the motion and it was 3 for and 2 opposed. The motion passed.**

c. Ms. Sloan stated that she was opposed to the description of the Board of Trustees as an advisory board in a statement that Ms. Gaspar made. Ms. Stankus said that since Ms. Gaspar made the statement it should remain in the minutes.

d. Ms. Sloan wanted a statement made by Ms. Gaspar during the meeting removed from the minutes as Ms. Sloan stated it violated Open Meeting Laws and she also stated that the information was incorrect. It was determined that the statement would remain and be corrected to '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 a candidate in a Masters Degree program in Library Science The person would have three years to complete a Masters Degree in Library Science and their title would be Interim Director. '**Mr. Cumming made a motion to accept the statement as corrected by Ms. Gaspar. Ms. Paikos-Hantzis seconded the motion and all were in favor.**

e. Ms. Sloan asked to clarify the sentence about the repair to the Trustees 'Meeting Room wall. The sentence was changed to read "The requested repair on the wall over the painting of the library is on the 'to do list'." "**Ms. Paikos-Hantzis made a motion to accept the corrected sentence. Mr. Cumming seconded the motion and all were in favor.**

f. #8 of the Director's Report was changed to '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'. **Ms. Bambury made a motion to accept the wording as decided by the Board. Mr. Cumming seconded the motion and all were in favor.**

g. Ms. Sloan requested that the recordings of the minutes be sent to Town Hall and be posted to the Library website. She also asked that this information be included in the note at the beginning of the agenda and minutes.

Ms. Sloan made a motion to accept the minutes of the November 8, 2021 meeting as corrected. Mr. Cumming seconded the motion and all were in favor.

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

1. Ms. Wilton stated that the Friends meeting was moved to December 15.
2. The current Annual Campaign balance is \$15,725 with the possibility of more donations before the end of the year.
3. Ms. Wilton stated that she was contacted by the women who organize the Turkey Trot. They raised more money than expected because of the large number of participants. They told Ms. Wilton that they will be giving a donation to the Library. Both Ms. Gaspar and Ms. Wilton will attend the Select Board meeting to receive the donation.
4. Ms. Wilton reminded the Trustees that the desktop calendars provided by the Friends are now available at the circulation desk.

E. New Director Search and Plan to go forward:

Ms. Jackie Bresnahan, the Assistant Town Manager/HR Director gave an update on the search for the new director and the plan going forward.

1. She stated it was the best pool of candidates she has seen since before the pandemic.
2. Ms. Bresnahan said the posting was in October and closed a month later in November. The posting was on MVLC, MA Board of Library Commissioners, the Town of Middleton website, the Flint Public Library website and the MA Municipal Association site.
3. The Screening Committee was selected. They were sworn in by the Town Clerk. The Committee convened, reviewed the resumes and cover letters of the applicants. They selected a pool of candidates to interview. The first round interviews were held on December 8 and 9. Four candidates were interviewed.
4. The Screening Committee will make a recommendation of finalists to the Trustees. The Screening Committee process is done in executive session and can not be discussed during an open meeting. As a result, Ms. Bresnahan will hand out the packets which contain information about the two recommended finalists to the Trustees after this meeting is adjourned. These candidates were unanimous selections by the Screening Committee who took into account the ideas presented by the Trustees and others when making their selection. Finally, the two finalists are qualified under the set requirements.
5. The Trustees will meet on Thursday December 17 for the interview process. The meeting will start at 5:30pm with the first interview at 5:45pm. The second interview will be at 7:15pm. Each interview is expected to last for about one hour and 15 minutes. There will be a 15 minute break between interviews. The meeting will be at the Fuller Meadow School so that it can be recorded.
6. Even though the selection of the new Director will be made by the Trustees, on Thursday it will be a joint meeting of the Trustees and the Select Board giving the Select Board the opportunity to listen to the interviews and if they wish, provide input. The joint meeting will be posted tomorrow and from this point on, everything will follow the Open Meeting Law. If the Trustees wish to deliberate after the interviews it must be on the agenda otherwise nothing can be discussed.
7. On Monday December 20, the Trustees will deliberate and vote to make a conditional offer for the position as library director pending contract negotiations, satisfactory review of three references, a pre-placement physical exam, and a CORI (Criminal Offender Record Information) check.
8. Patrons and residents can provide input between the meetings, however they will not be allowed to ask questions during the interview process.
9. Ms. Bresnahan provided the Trustees a list of 23 questions. The interview questions came from the library director selection process in 2000 and 2011, best practices, MVLC, and Trustee submitted questions. The Trustees reviewed the questions and selected 18. Ms. Stankus said she would ask the first and last questions and the remainder of the questions will be asked by the Trustees taking turns. Ms. Bresnahan will send out the questions in a format that the Trustees can use during the interview process. She will also send out a calendar of the upcoming meetings with times, locations and what will be on the agenda.
10. Ms. Sloan asked to see the resumes of the other candidates. Ms. Bresnahan said per the Town Attorney that the Screening Committee met in executive session and it would be illegal to release that information.
11. The Trustees asked when the minutes from the Screening Committee will be released. Ms. Bresnahan stated that the Screening Committee will vote to approve and hold the minutes. These type of minutes usually are held for 6 months or through the probation period.

12. Ms. Sloan did not agree with the necessity to have a joint meeting with the Select Board. Ms. Stankus said it is always good to get the Select Board input especially since the Select Board works closely with all directors and they are elected representatives.

13. Ms. Bresnahan will be at both meetings. She stated that the vote does not have to be unanimous for the selection. She hoped that the vote for the contract would be unanimous as a show of support for the new director.

14. Ms. Bresnahan stated that it will take time to get through the whole process and if it extends well beyond Ms. Gaspar retirement date then an interim director might have to be considered. Ms. Bresnahan said if necessary she will circle back to the Screening Committee. if candidates drop out or no one is selected.

15. Ms. Bresnahan reminded the Trustees that there are more jobs than people so the candidates will be interviewing the Trustees as much as the Trustees are interviewing the finalists.

F. Trustees 'Report

Policy #15, Pandemic Safety Guidelines, was presented to the Trustees for approval. During the discussion changes were made to the draft:

1. The Flint Public Library will follow all town, state and federal guidelines. *When the state and federal guidelines do not agree, the library will follow the MA state guidelines provided they adhere to the guidelines set by the town of Middleton.*
2. While in the building, patrons are respectfully *asked* to wear a mask, regardless of vaccination status. However, a person with a medical condition that prevents them from safely wearing a mask is exempt from this requirement.
3. Acrylic barriers will be provided at the circulation desks *and stations* to protect staff and patrons.
4. *This policy will remain in effect until the Board of Trustees rescinds it.*

Ms. Bambury made a motion to accept the policy as changed. Mr. Cumming seconded the motion and the vote was 4-1. Ms. Paikos-Hantzis stated "I strongly disagree on this because many residents have come to me all over the place that they do not want to have the library separate from the rest of the town. We should be following the town of Middleton's mandates or guidelines that have been enacted by the Select Board."

There was continued discussion on the policy and a decision was made to add an additional section to look at ADA issues. #8 was made #9 and a new # 8 read '*Visitors who don't want to enter the library should contact the library on how to meet their needs and to be able to provide services*'.

Mr. Cumming made a motion to accept the changes to the policy. Ms. Sloan seconded the motion and the vote was 4-1.

This new policy is a draft until a second vote is taken by the Trustees.

G. Treasurer's Report:

1. Mr. Cumming sent out the Treasurer's Report to the Trustees.
2. Mr. Cumming said the CD was closed and transferred to Fidelity as planned at the last meeting.
3. Mr. Cumming told the Trustees that the Treasurer's Report will be in a new format next month.

4. Mr. Cumming stated that since the original investment there has been a loss of approximately \$1,200.

H. Director's Report:

1. Ms. Gaspar stated that everyone received a copy of the Circulation and Budget Reports.
2. Ms. Gaspar stated that she had received notice that the library will be receiving \$8,331.99 in State Aid. This is about \$1,000 more than last year.
3. Ms. Gaspar reviewed the 2022 Library Calendar with the Trustees. After a brief discussion ***Mr. Cumming made a motion to accept the calendar as proposed. Ms. Bambury seconded the motion and all were in favor.***
4. Ms. Gaspar said Jessica, the Children's Librarian, was asked by the PTO to work with the schools by helping judge the gingerbread house contest.
5. The Historical Society has a project to cover the control boxes. They will be covered by vinyl that has historical pictures on it. The box in front of the library will have a picture of the library while the one in front of Town Hall will be a historical photo of the original school. The library was contacted because the box is on library property and the library could be asked to help sponsor the project.

I. New Business: Ms. Paikos-Hantzis wanted to review the October 4 minutes. Ms. Stankus said she will consider that request for a future meeting.

J. Date for Next Meeting: The next regular meeting will be on Monday January 10, 2022 at 7:00PM

K. Adjournment- ***Mr. Cumming made a motion to adjourn. Ms. Bambury seconded the motion and the meeting was adjourned at 10:21pm***