



Minutes
The Flint Public Library Board of Trustees
Monday, March 14, 2022 7:00pm
1 South Main Street, Middleton, MA 01949

NOTE: This meeting was hybrid. It was held both in-person and via Zoom. Attendees could choose to attend in the manner that worked best for them. For those who were not able to attend, meeting minutes and video recordings will be posted on the library and town websites. The video recording can be viewed to see details about the meeting, Trustees' discussions and votes.

Board of Trustees Present: Melissa Stankus, Chairperson; Donna Bambury, George Cumming, Maria Paikos-Hantzis and Allison Sloan.

Others Present: Loretta Swift Johnson, Interim Library Director; David Moore, Assistant Library Director; Annie Wilton, Friends of the Flint; Erin Bennett, Felicia Gminski, Paula Fee, Recording Secretary.

A. Call to Order - The recording was started. Ms. Stankus called the meeting of the Library Board of Trustees to order at 7:02 pm. She welcomed David Moore. He introduced himself to the Trustees.

B. Signing of Bills: The bills were signed by at least three members of the Board of Trustees and were returned to Ms. Swift Johnson for processing.

C. Minutes

1. After a brief discussion, *Ms. Sloan made a motion to accept the minutes as corrected from 2/14/22. Mr. Cumming seconded the motion and all were in favor.*

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

1. Ms. Wilton stated the 2022 Annual Campaign current balance is \$8,377 with 135 donations.
2. February was "Love Your Library Month". The Flint held the annual candy counting contest. There were over 100 participants. There were winners in three groups: children, tween/teen and adult.
3. The Friends are finalizing what will be printed on the bags to be used to protect books on inclement weather days. The biodegradable bags were the idea of Mr. Cumming.
4. The Friends will sell photo cards as a fundraiser.
5. The Friends approved funding several requests for programming and renewed the Zoo

and PEM passes.

E. Trustees' Report

1. Draft Policy #14, the Selection Development Policy, was discussed and several changes were made. *Ms. Sloan made a motion to accept Draft Policy #14, the Collection Development Policy, as corrected. Mr. Cumming seconded the motion and all were in favor.*

2. Policy #15 was discussed because of the change in the status of COVID-19. *Ms. Paikos-Hantzis made a motion to rescind Policy #15, Pandemic Safety Guidelines, on April 1, 2022 providing case numbers stay within CDC guidelines. Ms. Bambury seconded the motion and all were in favor.*

3. The Trustees had a lengthy discussion on the requests for educational stipends. *Ms. Paikos-Hantzis made a motion to provide \$6,000 from State Aid for educational stipends. The money is to be equally divided between Mr. Justin Liberti and Ms. Loretta Swift Johnson. Mr. Cumming seconded the motion and all were in favor.*

F. Treasurer's Report

1. Mr. Cumming sent out a copy of the Treasurer's Report to the Trustees.

2. Mr. Cumming noted the earned interest in the bank and Fidelity accounts and the \$4,719.19 loss at Fidelity. The Trustees will watch the funds but believe, in the long run, things will turn around.

G. Interim Director's Report:

1. Ms. Swift Johnson is proud of the staff for all they have accomplished in curating and circulating the library's collection. Circulation numbers are well above last year.

2. Unexpected high costs resulted in overspending in some lines. Ms. Swift Johnson notified Town Hall, particularly re: the fuel line, and is monitoring all budget lines. She requested repairs for the boiler be covered by State Aid, and she is researching HVAC contract used by other town departments.

3. The boiler passed an inspection by an insurance agent in March. It was noted that CO detectors were recommended. Ms. Swift Johnson purchased four CO detectors and placed them in appropriate areas in the library. She plans to get them professionally hardwired.

4. MVLC is tracking the number of items being sent through the delivery system for inter-library lending to determine the load being placed on the system and the demand for the service.

5. Mr. Moore started today. Ms. Nicole Dow gave notice and will leave on 4/15. A staff member is on leave due to a family death. Ms. Swift Johnson will begin the process of hiring a PT Circulation Assistant. The library is temporarily understaffed.

6. On March 7, there was a Staff Development program on customer service. It was presented by MVLC. Ms. Swift Johnson thanked the community and patrons who sent food and signed posters/positive notes. She especially thanked the PTO for the floral arrangement and Art of Dessert for the cupcakes. Cost to the library was \$64.

7. Ms. Swift Johnson has enrolled in an ALA continuing education program on marketing. Cost Came from the training budget.

8. The Town is planning a workshop for all boards and committees. It will be held on Wednesday, March 30 at 7pm in the Library. Topics will include Open Meeting Law and Public Records Law.

9. The Legislative Breakfast will be Friday, March 18 at 7:30am at the Reuben Hoar Public Library in Littleton.

10. Ms. Swift Johnson met with the Finance Committee on February 23. They asked questions of the FY23 proposed budget. Ms. Swift Johnson felt the meeting went well.

11. Ms. Swift Johnson reviewed the programs for March and April for all age groups.

12. Ms. Swift Johnson plans to do a survey to get patron input for upcoming programs.

H. New Business:

1. Mr. Cumming thanked Ms. Swift Johnson for all the updates.

I. Date for next regular Trustees 'meeting: Monday, April 11, 2022 at 7:00 pm.

J. Adjournment: Ms. Stankus adjourned the meeting without a vote at 8:39 pm.

Minutes submitted on behalf of the Board of Library Trustees