



Minutes
Flint Public Library Board of Trustees
Monday, May 9, 2022
1 South Main Street, Middleton, MA 01949

NOTE: This meeting was hybrid; it was held both in-person and via Zoom. Meeting minutes and video recordings are on the library and town websites. The public can view the video recording to see details about the meeting, including discussions and votes.

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

Others Present: David Moore, Assistant Library Director; Annie Wilton, Friends of the Flint; Maura Buser, Melissa Gaspar, Ann D'Entremont Noyes, Shirley Raynard, and Paula Fee, Recording Secretary.

A. Call to Order: Mr. Moore started the recording. Ms. Stankus called the Library Board of Trustees Meeting to order at 7:02 pm.

B. Signing of Bills: At least three members of the Board of Trustees signed the bills, which will be given to Ms. Swift Johnson for processing.

C. Minutes: After reviewing the minutes, *Ms. Paikos-Hantzis made a motion to accept the minutes from 4/11/22 as amended. Mr. Cumming seconded the motion, and all were in favor.*

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

1. The Annual Campaign balance is \$9,577. 21% are new donors.
2. The town agreed to pay for the mulch used in landscaping the library grounds. The Friends paid for cleanup, landscaping, and spreading of the mulch. Conversations continue with the town concerning the DPW covering more of the library landscaping costs similar to other town buildings.
3. The Friends approved the purchase of the custom tent for the library.
4. The Friends next meeting is Wednesday, May 11.
5. The Friends are selling greeting cards at the library's Adult/Teen circulation desk. The money raised will help pay for library programming.

E. Trustees' Report:

1. The Trustees did not review any policies.
2. *Ms. Bambury made a motion to use \$1,940 of State Aid to pay ATCO for boiler repairs. Ms. Sloan seconded the motion, and all were in favor.*

F. Treasurer's Report:

1. There was a loss of \$6,433.07 in the Fidelity accounts.
2. Mr. Cumming said he hadn't received a bill from Masconomet for the \$1,000 scholarship. Ms. Stankus said the bill usually arrives after the school's awards ceremony.

G. Interim Director's Report: (Prepared by Ms. Swift Johnson and presented by Mr. Moore)

1. Presentation of Circulation and Budget Reports -

- a. A review of the March Circulation Report resulted in finding an error in the "Network Borrowing" number. The correct total was 1,023. Ms. Swift Johnson fixed the mistake.
- b. There are no updates on the budget. The staff is closely monitoring spending.

2. Updates On Staffing -

- a. Stacey has returned full time, Felicia is now the Young Adult/Teen Librarian, and May 25 will be Jessica's last day at the library.
- b. An applicant turned down a conditional job offer for the Children's Programming position. Ms. Swift Johnson reposted the position. Interviews will begin soon.
- c. The coverage goal is to have three adults working each evening and Sunday and have additional help in the mornings to help with transit bins and assist in the Children's Room during morning programs. This goal has been achieved by hiring two part-time Circulation Assistant Librarians and moving a current substitute to Circulation Assistant.
- d. Jim, a custodian, and Emely, a substitute librarian, gave their notice. Ms. Swift Johnson has posted these two positions. Interviews will begin soon.

3. Building Update -

- a. Ms. Swift Johnson met with a representative of ENE, the school HVAC contractor. The representative presented a proposal for an HVAC service contract for the library, which would start on 7/1/22. Ms. Swift Johnson will decide whether to change to ENE after completing negotiations.
- b. The old flag pole was removed on Friday, April 29. The new one has been installed.
- c. Justin is coordinating volunteers to inventory the adult collections, which has not been done for several years. The result of this inventory will give an accurate overview of the condition of our collections.

4. Updates

- a. ATCO has yet to provided a quote for the cost for parts and labor to fix the boiler.
- b. The second State Aid payment of \$8,342.19 arrived on 4/5/22.

5. Library Programs and Services -

- a. April was National Poetry Month. The library had a poetry contest for children, teens, and adults. In-person programming for all ages has returned, including a successful April School Vacation Week.
- b. Adult Services - The virtual Resume and Cover Letter Assistance sessions and the in-person birding program were well received.

c. Teen/Tween Services - The Paint Nights and the Henna program drew many attendees.

d. Children's Services - Jessica has most programming set through the summer. She has left some funds available so the new librarian can add additional programs.

e. Outreach - The Earth Day Festival was an excellent opportunity for Ms. Swift Johnson to promote the library and register new patrons.

f. Ms. Swift Johnson thanked the staff for their hard work and the Friends for their generous support.

H. New Business: There was no new business.

I. Closing Comments: At her last meeting, Ms. Stankus spoke about the changes at the library over the past 12 years. In addition, she reviewed two documents detailing what makes a good Board of Trustees. She thanked everyone. Ms. Bambury will be the Chair at the next meeting. She will oversee voting for the new Chairperson, Vice-Chairperson/Secretary, and Treasurer.

J. Date for next regular Trustees' meeting: Monday, June 13, 2022, at 7 pm.

K. Adjournment: Ms. Stankus adjourned the meeting at 8:05 pm.

Respectfully submitted,
Paula Fee, Recording Secretary