



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Tuesday, July 12, 2022**

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: Donna Bambury, Chairperson; Erin Bennett, George Cumming, and Maria Paikos-Hantzis.

Others Present: Andrew Sheehan, Town Administrator; Elizabeth Lyndon, Town Counsel; Loretta Swift Johnson, Interim Library Director; Annie Wilton, Friends of the Flint; Paula Fee, Recording Secretary; Irene Kastrinakis, Anne D'Entremont Noyes, and Susan Piccole.

A. Call to Order: Ms. Swift Johnson started the video recording. Ms. Bambury called the Library Board of Trustees Meeting to order at 6:33 pm. All present introduced themselves- Donna Bambury, Chair; Maria Paikos-Hantzis, Erin Bennett, Vice Chair; George Cumming, Treasurer; Andy Sheehan, Town Administrator; Loretta Swift Johnson, Interim Library Director; Irene Kastrinakis, guest; And Paula Fee, Recording Secretary.

Ms. Bambury motioned to go into Executive Session under G.L. c. 30A section 21(a)(3) to review the Open Meeting Law Complaint filed by Allison Sloan. Mr. Cumming seconded the motion. Ms. Bambury, Chair, voted yes to go into Executive Session; Ms. Paikos-Hantzis voted yes to go into Executive Session; Mr. Cumming, Treasurer, voted yes to go into Executive Session; and Ms. Bennett, Vice Chair, voted yes to go into Executive Session. The Board entered Executive Session at 6:37 pm.

B. EXECUTIVE SESSION

Mr. Cumming motioned to leave the Executive Session. Ms. Paikos-Hantzis seconded the motion. Ms. Bambury voted yes; Ms. Paikos-Hantzis voted yes; Mr. Cumming voted yes; and Ms. Bennett voted yes. The Board exited Executive Session at 6:54 pm.

Mr. Cumming made a motion to delegate the response to the complaint to Ms. Elizabeth Lyndon, Town Counsel. Ms. Bennett seconded the motion, and all were in favor.

C. Approval of Minutes: After a request to add in the names of nominators, *Mr. Cumming made a motion to accept the minutes as amended from June 13, 2022. Ms. Bennett seconded the motion. The vote was 3-1, with Ms. Paikos-Hantzis voting in the negative.*

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

1. The current balance of the 2022 Annual Campaign is \$10,404.76. Ms. Wilton noted that Mr. Kyle Smith generously donated his campaign funds from his run for School Committee to the Annual Campaign.

2. The Friends do not meet in June, July, and August but voted via email to cover the cost of the renovations to the play area. They also voted to cover the cost of the Walker Splash Pad Portable pop-up.

3. Ms. Wilton stated the Friends voted down the funds to repair the valve. She reviewed their reasons and reminded the Trustees that Friends did pay for the play area and the new phone system.

E. Trustees' Report:

1. **Policy #3: Mission Statement and Vision Statement:** Following a discussion, it was noted that Enlightening Minds, Empowering Lives, and Enriching the Community was on the web page and would be incorporated as the motto, ***A motion to accept Policy #3, Mission Statement and Vision Statement as written was made by Ms. Paikos-Hantzis. Ms. Bennett seconded the motion, and all were in favor.*** Ms. Swift Johnson thanked Ms. Sloan for her work on the policy.

2. ZBA 40B Working Session regarding Angelica's property will be held on July 26 at 7 pm. It will be a work session with all departments requested to be represented. ***Mr. Cumming made a motion to have Ms. Paikos-Hantzis as the Trustee representative. Ms. Bennett seconded the motion, and all were in favor.***

3. Ethics Disclosure Forms and Assignment of Duties- Ms. Swift Johnson explained she filled out Ethics Disclosure Forms because her husband is a custodian at the Flint. The concerns included:

a. Ms. Swift Johnson requested the Trustees to assign someone to do custodial performance reviews. After discussion, ***Mr. Cumming motioned to have Assistant Director Mr. David Moore conduct custodial performance reviews. Ms. Bennett seconded the motion, and all were in favor.***

b. Schedule/Hours - Mr. Moore assigns the schedule of hours for all staff, including the custodial shift hours which are equally divided. ***Mr. Cumming made a motion to have Mr. Moore schedule custodial hours. Ms. Paikos-Hantzis seconded the motion, and all were in favor.***

c. Salary - Custodial salaries are not in the library budget. They are in a town salary line.

F. Treasurer's Report - Mr. Cumming emailed the Treasurer's Report to the Trustees.

1. Mr. Cumming said the North Shore Bank account earned \$.26 in interest while Fidelity earned \$2.88. There is a monthly loss of \$6,020.82 across all accounts.

2. Mr. Cumming stated that Fidelity and North Shore Bank would be changing the signature names on the accounts, replacing Ms. Stankus with Ms. Bambury.

G. Interim Director's Report

1. Presentation of Circulation and Budget Reports -

a. June's Circulation was 6,482.

b. Attendance for June was 3,999.

c. Circulation for FY22 was 77,586, up 29,303 from FY21. FY19 Circulation, before the Pandemic, was 80,042. Attendance for FY22 was 39,304, up 11,798 from last year.

d. Charlie developed an Infographic to highlight the significant numbers for the year. It was presented at the meeting, and it will be on the website and made into a poster for the hallway.

e. Ms. Swift Johnson stated that there is currently \$941.30 left in the FY22 budget. There are still several encumbered bills to be paid. She has also spoken to the Town Accountant to see

if she can use the few hundred dollars left to help cover the cost of the valve so that the Trustees won't have to pay the entire ATCO bill from state aid.

2. Building Update

a. The heat has been changed over to AC. ATCO also performed preventative maintenance while they were working on the switchover. It was discovered that the chiller that creates AC for the Trustee's Room and Ms. Swift Johnson's offices is no longer working correctly. Ms. Swift Johnson is also negotiating to lower the valve bill because it does not accurately reflect the work performed.

b. Ms. Swift Johnson said a contract was signed with ENE for HVAC services. She already contacted them about repairs, including the broken chiller.

3. Updates -

a. Ms. Swift Johnson reminded the Trustees that the Library's material budget will now cover the cost of Museum Passes instead of using funds from the Friends. The price will be about \$7,500 - \$8,000.

b. As recorded in the FY22 ARIS, the population of Middleton is now 9,779. If the population is over 10,000, 16% of the budget must be approved for books and materials. If the population is below 10,000, the percentage increases to 19%.

Ms. Swift Johnson stated that the library is required to be open at least 25 hours each week, and it is currently open more than twice the required number of hours. For that reason, she will be submitting a flexibility waiver to get the percentage spent on materials reduced.

c. Ms. Swift Johnson asked for a review of her contract, considering the population remains under 10,000 for FY23. She stated that she would not stop working toward an MLIS. Ms. Bambury, as chair, will be reaching out to Ms. Bresnahan to find out what steps should be taken.

4. Program and Outreach -

a. The Summer Reading Program kick-off was on June 24 with Rockabye Beats. It was held outside with 60 participants. The new tent was used, and there were several activities.

b. As of July 7, there were 169 children, 25 Teens, and 45 Adults participating in the Summer Reading Program.

c. The Tri-Town held a Pride Picnic on the Topsfield Common. The Flint participated, and over 200 people visited the library tent.

d. The Trustees reviewed the spreadsheet of Programs created by Felicia, which now aligns with ARIS data requirements.

e. Ms. Swift Johnson answered Maria's question about isolation and the teen computer game program and explained that it is a group activity that includes related books.

5. Staffing -

a. The morning custodian position has been reposted.

b. A conditional offer was made for the open Children's Programming Librarian position, expecting the new staff member will be in place in three weeks.

c. Ms. Bresnahan will be at the next meeting to review the process to be taken by the Trustees for Ms. Swift Johnson's six-month review.

H. Next Meeting: The next meeting of the Board of Trustees will be on Tuesday, August 9, 2022, at 7 pm.

I. Adjournment: With no further business, *Mr. Cumming made a motion to adjourn. Ms. Paikos-Hantzis seconded the motion, and all were in favor. The meeting adjourned at 8:02 pm. Ms. Swift Johnson stopped the recording of the meeting.*

Respectfully Submitted

Paula Fee