



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Tuesday, August 9, 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, Maria Paikos-Hantzis and Allison Sloan.

Others Present: Jackie Bresnahan, HR Director/Assistant Town Administrator; Loretta Swift Johnson, Interim Library Director, Annie Wilton, Friends of the Flint; Amy Becker, Recording Secretary.

A. Call to Order: Ms. Swift Johnson started the video recording. Ms. Bambury called the Library Board of Trustees Meeting to order at 6:30 pm.

B. Signing the Bills: the Trustee members signed the bills presented to them by Ms. Swift Johnson

C. Review of Interim Director's Contract and 6-Month Performance Review Process (Jackie Bresnahan, HR Director/Assistant Town Administrator)

1. 6-Month Performance Review Process: Ms. Bresnahan reviewed that it is time for Ms. Swift Johnson's 6-month performance evaluation. One new thing as part of the evaluation process is to incorporate a self-evaluation which Ms. Swift Johnson is currently working on. A copy of which will be shared with the Trustee Members on August 15, 2022. Then each member of the Trustees need to return their individual evaluation directly to Ms. Bresnahan by September 1, 2022. These evaluations will be compiled into the composite which will be returned to everyone by September 7, 2022. For the composite document, Ms. Bresnahan will use average ratings and representative comments from the individual evaluations. If there are comments that are made by several Trustees, she will indicate that by providing the number of times it was said. The individual evaluations are not considered public documents; the composite evaluation is a public document. The composite document will be reviewed during the September meeting of the Board of Trustees; this document is reviewed during a public meeting.

The contract with Ms. Swift Johnson cites the use of the Flint Public Library's employee self-review to be used to evaluate the Interim Director. However, in the

spring, the Town has a new version to be used for department heads, which is more geared towards the role of a department head. The library's current version (1 page) is more directed for library tasks but lacks managerial components. Some of the sections on the new Town form include Departmental Leadership/ Service Delivery/Personnel Management, Financial Management, Community Leadership/Public Relations/Communication, Personal/Professional Leadership. This new performance evaluation has been adopted by the town for Department Heads and is currently being used. This form was created by Ms. Bresnahan which was compiled from other towns and groups she's a member of. The current library's evaluation form will still be used for library staff members, but the Trustees can use the new town form for library management.

Ms. Bresnahan indicated she would share an electronic version of the performance review form along with a recap of the dates to the Trustees. For the Supervisor's signature spot it will be all 5 names and signatures of the Trustees.

Ms. Sloan motioned to agree to use the new document presented by Ms. Bresnahan for performance & review evaluation for non-represented management as the Library's new evaluation form for management. Ms. Paikos-Hantzis seconded the motion, and all were in favor.

2. Interim Director's Contract: Ms. Banbury had asked Ms. Bresnahan to review the process if you wanted to ever review the contract with the Interim Director. When the contract was signed, the MA Board of Library Commissioners classified Middleton as population of 10,000. The Town Clerk looked into where they got that number and the MA Board of Library Commissioners got that number from the Department of Revenue who was using an estimate, not an exact figure. The Town didn't want to jeopardize any certification or funding for the library so went ahead and left it. The Town Clerk knew this number to be incorrect so worked to have this corrected. The number has now been corrected to be a population of 9,779. At this point, we are under 10,000 you could amend Ms. Swift Johnson's title to 'Library Director' but still maintain the requirement of the pacing for her to achieve her MLS degree.

In order to amend the contract, you could add the topic to the next agenda and discuss it under Executive Session. For this meeting, the Trustees need to determine if they want to review the contract or not to amend the title from 'Interim Library Director' to 'Library Director'. Ms. Paikos-Hantzis asked if this would open up the entire contract for discussion or if it would be limited to job title only. Ms. Bresnahan indicated that the Executive Session would be for negotiations with the Interim Library Director – could have Ms. Swift Johnson in another room. Both sides would agree to what item or items are being negotiated from the contract.

There was a discussion regarding why the title of 'Interim Library Director' was used in the contract; didn't realize it was based on population. If a town has a population of over 10,000 then the Library Director would need to have an MLIS degree. If a town's population is under 10,000 then the Library Director only needs a BLT

degree. There was discussion to add an Executive Session to the September meeting to discuss opening up Ms. Swift Johnson's contract to discuss her title.

D. Approval of Minutes for July 12, 2022

1. Executive Session minutes:

Ms. Paikos-Hantzis motioned to accept the minutes as amended from the Executive Session on July 12, 2022. Ms. Bennett seconded the motion, and all were in favor.

2. Regular meeting minutes:

Ms. Paikos-Hantzis motioned to accept the minutes as amended from July 12, 2022. Ms. Sloan seconded the motion, and all were in favor.

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

1. The current balance of the 2022 Annual Campaign is \$10,404.76
2. The Friends have paid just over \$6,500 for summer programs and reading prizes. Many of the programs are offered by the staff so, those are technically not paid for.

F. Trustees Report

1. Policy #23: Museum Passes

Discussion regarding some edits/clarifications to the Policy on Museum Passes.

Ms. Bennett motioned to approve the discussed changes to Policy #23, Museum Passes. Ms. Paikos-Hantzis seconded the motion, and all were in favor.

2. ZBA 40B Working Session Regarding Angelia's Property: Ms. Paikos-Hantzis attended the meeting on July 26, 2022. Mr. Talerman explained the process of a 40B project. Concerned with how this development could impact the Library. The State is less concerned about how such a development would affect the Town but concerned how it would affect the potential residents. The Town/Library would need to demonstrate how it could potentially negatively impact the residents. As of July 26th, the developer has not files an application. Ms. Paikos-Hantzis wrote up a report that she submitted to Katrina O'Leary, Town Planner and she will share it with the Trustees.

3. Process for Submitting Agenda Item Requests to Chair: Ms. Banbury as the Chairperson is responsible for creating the agenda. She does work with Ms. Swift Johnson as the Library Director. Any requests of items to be included on the agenda please email to Ms. Banbury at least 7-10 days prior to the next meeting date.

4. 'Thank You' from Library Staff: Ms. Wilton, on behalf of The Friends, put together a bagel breakfast for the Library Staff on 7/15/22. Ms. Banbury passed around a thank you card signed from everyone on the staff.

G. Treasurer's Report: Mr. Cumming emailed the Treasurer's Report to the Trustees.

1. There was a monthly gain of \$5,000. A total of \$123,000 between both banks, still \$15,000 from where they were but hopefully will gain more with market correction.
2. The signature names on the accounts have been updated to reflect Ms. Banbury being authorized as a signer

H. Interim Director's Report

1. Presentation of Circulation and Budget Reports –
 - a. July's circulation was 7,513; have never had a month over 7,000
 - b. Attendance for July was 3,250
 - c. Looking to bring back Story Hours with new Children's Librarian
 - d. Budget for new fiscal year – there are 2 warrants; July A = entered by Town Accountant, July B = billed signed on August 9, 2022. Already spent ½ of contractual budget.
2. Program Statistics
 - a. Increasing programming for adults and teens. Felicia is putting together teen programming and promoting it.
 - b. Mr. Cumming commented on the recent computer game program, helps to draw in teens to see the library as a welcoming place.
3. Updates on Staffing
 - a. Tuesday morning volunteers working on history project
 - b. Interview for the custodial position, awaiting a response
 - c. Jackie Roussin, new Children's Programming Librarian, started on August 9, 2022.
 - d. One page returning next week from a 6-week internship
 - e. Ms. Swift Johnson will be taking a 2-week vacation; 8/21 – 9/5. David Moore will be covering during this time.
4. Building Update –
 - a. Problem with no AC in the Trustees' room and Director's office. ATCO told them it was a faulty chiller. However, when ENE came out discovered the system was low on fluid and couldn't reach those areas.
 - b. ENE came out to troubleshoot and is going to come back to review the system, label switches. Waiting on a quote to flush the system. System has

glycol which has a lower freezing point. ATCO had been backfilling system with water; combining this with glycol is acidic and causing rust.

- c. Annual elevator and fire systems were inspected on July 29, 2022
- d. Annual alarm system inspection on August 8, 2022
- e. Website was down for several weeks. InMotion has been the company hosting the website. There was a third-party managing content until January 2022 and we were using his InMotion account. He notified the library that he would be retiring in January 2022 and the Library would need their own account, which they did but the migration was not successful. Then when his account went away, the library's website went down. Steps have been put in place to mitigate risks. The library now has their own back-up.
- f. The library is going to be the central hub for a fiber optic network for the Town. It will be housed in the tech room
- g. Valley Communications came to the library to assess the tech in the meeting room. They will provide multiple proposals to see what is feasible.
- h. Valley Communications will also provide a quote on putting in a digital sign in the downstairs vestibule. The concern is that there is no power in the area.
- i. ATCO bill for \$3,200 stands. Ms. Swift Johnson had been trying to negotiate the bill lower. This bill has not yet been put on the warrant to be paid, it is being held to see if it can be negotiated to compensate for the repairs that are needed for the HVAC system.
- j. ARIS is being finalized this week, due on August 26, 2022
- k. Training on 8/23 and 8/25 for Ms. Swift Johnson and Mr. Moore
- l. Summer hours end on September 6, 2022

5. Library Programs and Services

- a. Summer reading is well underway
- b. Tiny Art exhibit – submissions are coming in. The exhibit will be August 26 – September 2, 2022

I. Next Meeting: The next meeting of the Board of Trustees will be on Monday, September 12, 2022 at 7:00 pm

J. Adjournment: With no further business, *Ms. Sloan motioned to adjourn. Ms. Bennett seconded the motion, and all were in favor. The meeting adjourned at 9:03 pm. Ms. Swift Johnson stopped the recording of the meeting.*

Respectfully Submitted

Amy Becker