



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, September 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, 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 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 7:00 pm.

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

C. Approval of Minutes for August 9, 2022

Ms. Sloan motioned Amy Becker and Loretta Swift Johnson to review and resubmit the minutes for the August 9, 2022 meeting for discussion at the next scheduled meeting on October 11, 2022. Ms. Paikos-Hantzis seconded the motion, and all were in favor.

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

1. The Friends of the Flint don't meet during the summer. The next meeting is scheduled for September 14, 2022
2. The current balance of the 2022 Annual Campaign is \$10,554.76
3. The Friends have paid \$7,646.90 for summer programming and \$1,862.42 for supplies and prizes associated with summer programs
4. Purchased a custom tent for the library for \$1,425

E. Treasurer's Report:

1. There was a loss of \$3,000 in stocks

F. Trustees Report

1. Jackie Bresnahan – Review and Discuss Composite Evaluation of Interim Director

Ms. Bresnahan presented the Trustees, and submitted into the record, a copy of the composite evaluation of Ms. Swift Johnson, the Interim Director. The current composite includes 9 goals for the upcoming evaluation period; it is usually recommended to have 4-5 goals. The goals were discussed and reviewed with some edits. Ms. Bresnahan agreed to edit the goals as discussed and provide to the Board of Trustees for signatures.

Ms. Paikos-Hantzis motioned to accept the composite evaluation with goals amended as discussed that Ms. Bresnahan will provide to the Board of Trustees. Ms. Bennett seconded the motion, and all were in favor.

2. Jackie Bresnahan – Discuss Title of “Interim Director” in contract

Discussion regarding what is the accurate title for Ms. Swift Johnson. According to MBLC, someone cannot be a permanent hire and use the term ‘interim’ in the title. The term ‘interim’ refers to a temporary hire. “Interim Library Director” is not an accurate title for someone in a municipality with a population under 10,000 if they have their BLT.

Ms. Bresnahan suggested changing the title to Director by approval with Town Counsel without opening the contract.

Ms. Sloan motioned to amend the title of Ms. Swift Johnson to Library Director. Ms. Bennett seconded the motion, and all were in favor.

3. Review Policy #43 – Library Hours:

There was some discussion if there is a need to have a policy regarding hours of operation of the library.

Ms. Paikos-Hantzis motioned to review edits from Ms. Sloan at the next scheduled meeting on October 11, 2022. Ms. Sloan seconded the motion, and all were in favor.

4. Review requests for education stipends:

Two requests for education stipends were submitted for consideration.

Ms. Paikos-Hantzis motioned to approve \$5,000 to be split 50/50 between the two requests. Ms. Sloan seconded the motion, and all were in favor.

G. Director's Report

1. Presentation of Circulation and Budget Reports –
 - a. August's circulation was 7,643
 - b. Attendance for August was 3,863
 - c. Budget – still very early in fiscal year, so many balances are still robust
2. Program Statistics
 - a. Doing fewer virtual programs, more live programs
 - b. Teen & tween programming – Jackie & Felicia working together on programming – more coming
 - c. Would like to bring in literacy/books into all programming
 - d. In-person Story Hour will be coming back
3. Email Addresses for Trustees

At this time, the Town is not providing email addresses for appointed or elected boards in town, except the Select Board. Free email accounts are available through Merrimack Valley Library Consortium (MVLC) for the Trustees. Many folks create a separate email account for the town position using Google or Yahoo, etc. Email addresses could be posted on the library's website – could be a link to send a direct email.

MVLC options available: each member could have their own email address or could have a general Trustees email that would be forwarded to all members' individual emails.

4. Staff and Training Updates –
 - a. The library staff are participating in the monthly trainings being offered by the Town. Participating in September (9/16), October (10/21) and December (12/2) on those dates the library will have a delayed opening at 11:00 am
 - b. Lorraine, substitute librarian, gave her notice
 - c. One of the pages gave her notice
 - d. Neither position will be filled, as currently have a full staff
5. Building Updates –
 - a. Still working on possible options to improve/update the meeting rooms. No immediate update
 - b. TBS – company that works to manage computers and printing for patrons. Looking to streamline way to scan and fax. Proposal was ~\$5,000 – can paid from materials budget for technology

- c. Collections – discards not purchased by Better World Books – paperbacks go to the prison, hardcovers saved for future book sales
- d. ARIS is completed and has been submitted
- e. Working on State Aid Report which is due next month

6. Library Programs and Services -

- a. Programming and outreach – Jackie is looking to schedule programs; internal programs for the next three months and then looking to schedule outside performers
- b. Sunday, Sept 18th 1:30 – 3:00 pm Trails and Sails at the library

H. Next Meeting: The next meeting of the Board of Trustees will be on Tuesday, October 11, 2022 at 7:00 pm

I. Adjournment: With no further business, *Ms. Hantzis-Paikos motioned to adjourn. Ms. Bennett seconded the motion, and all were in favor. The meeting adjourned at 9:45 pm. Ms. Swift Johnson stopped the recording of the meeting.*

Respectfully Submitted

Amy Becker