



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, January 9, 2023**

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, Vice Chair/Secretary; Timothy Houten, Treasurer; Allison Sloan and Maria Paikos-Hantzis.

Others Present: Loretta Swift Johnson, Library Director; Stefanie McKanas, Recording Secretary; Susan Piccole; Annie Wilton, Friends of the Flint/remote

A. CALL TO ORDER:

Ms. Swift Johnson started the video recording. Ms. Bambury called the Library Board of Trustees Meeting to order at 7:00pm.

B. SIGNING OF BILLS:

Ms. Bambury confirmed bills were signed.

C. APPROVAL OF MINUTES:

Ms. Sloan motioned that the Recording Secretary condense the December 12th minutes to a more concise format so that the Board can review them at the next meeting. Ms. Paikos-Hantzis seconded the motion, all were in favor. Ms. Bennett abstained from the vote.

D. FRIENDS OF THE FLINT (Annie Wilton, Liaison):

- From July 2022 - December 2022, the Annual Campaign raised \$8,085.
- “Neighbors in Need” served 33 families, 55 children and 11 families received 11 turkeys.
- The Friends are working on fundraising ideas. For people who donate \$50 or more, the committee decided on gifting a pint glass with a green logo.
- The Friends are working with Paula Savage for curtains that will be put up in the children's craft room and work room. The money that is approved will come from the building fund.
- The Amazon wish list was created to help stretch the Friend’s funds.

E. TRUSTEES’ REPORT:

1. Review Policy #26: Public Meeting Room Policy:

- Ms. Sloan suggested reviewing the Meeting Room Policy in depth at a later time.

- Michelle, the new Adult Services librarian created a new Meeting Room request form. All the information on the old form will be merged onto the new, modern form. The updated request form will be reviewed for approval at the next Board meeting.

2. Overview of Employee Support on December 23, 2022:

- December 23rd was the library staff holiday party. Each staff member received gift bags (with a value under \$50).

F. TREASURER’S REPORT:

- Mr. Houten is still not on the Fidelity account; therefore, he cannot provide a Treasurer’s report. Mr. Houten did report a \$0.21 gain in the North Shore Bank account for December.

G. DIRECTOR’S REPORT:

1. Presentation of Circulation and Budget Reports:

- December’s Circulation was 5,977 (+3455 overall YTD in circulation from last year)
- Total FY23 Circulation was 40,284 items (FY22 circulation was 36,829).
- Attendance for December was 3,225 (+3,000 overall YTD in attendance from last year)
- Total FY23 Attendance was 20,726 (FY22 attendance was 17,726).
- Budget: State aid payment was sent out on December 1st.

2. Program Statistics:

- Two additional columns “Sponsor” and “Cost” were added to identify when the Friends sponsor programs and how much it cost.
- Ms. Sloan would like to see more intellectual and stimulating programs, specifically for Tweens.
- Ms. Swift Johnson will follow up to see the status of any Library grant applications.

3. Mission Statement and “Working Together” Chart

- Ms. Swift Johnson discussed the Library’s mission statement and its importance when developing programming and policies.
- Ms. Swift Johnson presented the “Working Together: Roles and Responsibilities Guideline” chart to illustrate how The Board, the Friends, and Library Director all work and support each other. After some debate, the Board decided to revisit the idea of “appointing a liaison to the Friends” at the next board meeting.

4. Staff and Training Updates:

- Ms. Swift Johnson informed the Board that an email address (trustees@flintpublib.org) has been added to the Library’s website and on the MBLC directory.

- Justin has accepted the role of Head of Reference at J.V. Fletcher Library in Westford. His last day at the Flint will be January 27, 2023.

5. Building Updates:

- The Library will be closed Sunday and Monday, January 15th and 16th for Martin Luther King Jr Day. The Library will have a delayed opening Friday, January 13th for staff training.

6. Library Programs and Services:

- Ms. Swift Johnson connected with the Tri-town Council to offer an outdoor snow program next month.
- Ms. Swift Johnson contacted Kevin from the Boxford Library about participating in this year's Tri-town picnic. No date or time is set yet.

7. Presentation of Initial FY2024 Library Budget Requests:

- Ms. Swift Johnson will meet with the Town Administration on January 10th to present the initial FY24 Budget requests.
- A full time administrative assistant and a part time circulation assistant are included as part of the budget request.
- The budget needs to accommodate the 51 hours that the Library is open.
- Per Ms. Sloan's request, Ms. Swift Johnson will increase the Programming budget from \$2,000 to \$5,000.
- The operating budget Summit is scheduled for Saturday, February 4th.
- Capital requests are due Monday, February 6th. March 4th is the capital budget meeting.

H. NEXT MEETING:

The next meeting of the Board of Trustees will be on Monday, February 13, 2023 at 7 pm.

I. ADJOURNMENT:

With no further business, Mr. Houten made a motion to adjourn. Ms. Bennett seconded the motion, all were in favor. The meeting adjourned at 8:54pm. Ms. Swift Johnson stopped the recording of the meeting.

Respectfully Submitted by Stefanie McKanas, Recording Secretary