

This meeting was held both in-person and via Zoom.

Call to order: *With a quorum present, Ms. Bambury called the meeting to order at 7pm, announced the meeting was being recorded and those present:* D. Bambury, Chairperson; E. Bennett, Vice-Chairperson; M. Paikos-Hantzis; A. Sloan/remote. Not present: G. Cumming
Others present: Loretta Swift Johnson, Library Director; Annie Wilton, Friends of the Flint/remote; Andrew Sheehan, Town Administrator (A-7:30pm); Jackie Bresnahan, HR Director/Assistant Town Administrator (A-7:30pm); Catherine Tinsley, Recording Secretary/remote

Public Documents:

- Circulation Report
- Budget report
- Staff Training Report
- Program Statistics Sheet
- Treasurer's Report

Signing of Bills – Ms. Bambury confirmed bills were signed.

Approval of Minutes for August 9, 2022 & September 12, 2022 - **The Agenda taken out of order with permission and this agenda item was deferred to the end of the meeting.*

Friends of the Flint - Annie Wilton, Liaison, reported the following:

- Fund Raisers: As of October 10 the annual campaign raised \$10,754.76. Reminder post cards would be sent to those who have given previous years.
- The first deposit from the sales of Jackie Hannigan's Middleton Photo Cards was made in the amount of \$167. Ms. Hannigan recently travelled throughout New England and new cards will be available for sale at the library.
- The Friends are changing their finance reporting from the calendar year to the fiscal year to align with the Town.
- An analysis will be done of the programing budget, including supplies and prizes, to give staff budget guidelines.
- The Friends spent \$224.00 less than what was brought in last year; this is ideal for a non-profit. A decline is anticipated next year due to the recession and the Friends will take a realistic approach to the budget.
- Next meeting: 12 October.

Trustees' Report – Chair

- Ms. Bambury observed Policy no. 43, Library Hours, was still under review. Discussion followed and it was agreed a policy around setting library hours was not needed, but library hours would continue to be posted on various medias.

Vote: On a motion by Ms. Paikos-Hantzis, the Board voted unanimously to rescind Policy no. 43 Flint Public Library Hours and Closings.

- November 1, 2022 Joint Meeting with Select Board –Board member George Cumming submitted his resignation from the Library Board of Trustees effective October 31, 2022. The Trustees will make a recommendation to the Select Board on the appointment to fill the vacated seat to complete the term through May 2023. Interested residents should submit a Letter of Interest to the Library Board of Trustees/Library Director, Select Board, and Town Clerk.

Treasurer's Report – G. Cumming: In the absence of Mr. Cumming, Ms. Bambury presented the Report.

Current Balance: \$111,000. Losses in the stock market have impacted the value of the stock, down from \$123,000.

Ms. Bambury will meet with Mr. Cumming regarding the Treasurer's work and noted the Board will need a new Treasurer.

Director's Report - Loretta Swift Johnson

- Circulation & Budget – September circulation /attendance was lower, but overall is trending higher than the previous year.
- The Commonwealth Catalog Statistics was not completed in time for the September report. When MBLC (Massachusetts Board of Library Commissioners) provides the information, it will be added to the report.
- Budget Report- The budget remains on target. It was noted contractors are paid at the start of the Fiscal Year.
- September State Aid Payment was reflected in the report to cover the balance of the ATCO bill.
- Email Addresses for Trustees – Continued from the previous meeting. The Merrimack Valley Library Consortium will provide individual email addresses for board members or a single general email for the Board. A discussion followed. Ms. Bambury voiced her concern with individual emails and that the board be considered one group of people acting together.

Jackie Bresnahan & Andrew Sheehan arrived.

Ms. Bresnahan cautioned that a single email creates an easy avenue for “reply all” which violates the open meeting law. The subject of emails was deferred to the next meeting.

- Program Statistics - In person children & teen programs are picking up; there is an increase in programing for October.

- Staff & Training Updates
 - Ms. Johnson introduced a new monthly spreadsheet of staff training.
 - Library staff is participating in training offered by the town once a month. Ms. Sloan noted her concern the library has an opening delay for this training and questioned if the same level of service could be provided by staying open an hour later. Ms. Johnson responded an additional hour for the library to be open is not budgeted and noted there tends to be less patrons on Friday mornings when the trainings are scheduled; patrons are notified well in advance of the times as it is well advertised. Ms. Sloan suggested the library open the regular time and operate on a skeleton crew that rotates each month. Ms. Bresnahan observed the training is coordinated with other town departments attending, is hands on/group work which is difficult to recreate, and the town needs to keep in mind budgetary restraints. Ms. Bresnahan said Town Hall did not close and worked with a skeleton crew. Ms. Sloan asked the Board to consider her suggestions.
 - The library web site continues to be updated. Recently staff pronouns were updated on the information page for staff wanting to participate.
 - The Library Director is attending the following in person training:
 1. November 7 Massachusetts Library System (MLS) Annual Meeting, Devens, MA
 2. December 1 & 2 Directors Summit hosted by Library Journal – Supporting a Resilient Workforce, Baltimore, MD
- Staffing update
 - The recording secretary submitted her resignation. Ms. Bresnahan is looking to fill this position.
 - A library staff member has given their notice effective the end of the month. This job description will be updated and posted.
- Building & Technology
 - The Director continues to work with Bell Communications on improvements for the meeting room technology. The new scan/fax station estimate is \$6,000. Ms. Johnson spoke on financing this project. She also noted several public computers are 10 years old and she would be submitting a capital request to update/replace them.
 - Quote on work for boiler repair received at \$5,000 and the HVAC system flush/fluid replacement at \$13,000; the annual budget for building maintenance is \$14,000. Ms. Johnson has asked for a Reserve Fund Transfer to cover the cost. This is on the October 18 Select Board meeting agenda. If approved, the funds will be available the following week. Mr. Sheehan recommended the FY24 technology and building budget line be increased to meet the needs of the aging library building and create a replacement schedule for maintenance and technology.
- Collection and Materials - Because the MBLC (Massachusetts Board of Library Commissioners) state sponsored hotspot program has been discontinued, the library will not receive the additional five hotspots awarded but the library still has one 5G and four 4G hotspots in service for patrons.
- The state aid report has been submitted.
- Programing /Outreach - October 22 is the Pumpkin Festival; both the day and night time programs will be extended.

***Approval of Minutes** - August 9, 2022 & September 12, 2022.

Ms. Johnson summarized the recording secretary had questions about the changes to the August minutes and upon review it was determined the minutes were fine “as is” and nothing in the minutes violated the law or rules.

Ms. Bresnahan noted the substitute recording secretary, who has more than 20 years’ experience, uses an effective, “tried and true” template for minutes and requested the Board accept the template going forward. She noted it was unlikely a seasoned recording secretary would be found and training may be necessary and the template was a good start. Ms. Bambury commented bullet points are not sufficient for minutes and more details are important to the Director. Discussion followed to simplify the process but maintain open meeting law requirements.

*Vote: On a motion by Ms. Bennett the Board voted 3-1-0 to approve the **August 9, 2022** minutes as is with Ms. Sloan voting in the negative.*

*Vote: On a motion by Ms. Paikos-Hantzis the Board voted unanimously to accept the **September 12, 2022** minutes as edited.*

Next Regular Trustees Meeting: Monday November 14, 2022 at 7pm.

Adjournment - *On a motion by Ms. Paikos-Hantzis the Board voted unanimously to adjourn at 8:37pm.*

Respectfully Submitted By Catherine Tinsley, 10.12.22