



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, December 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, Vice Chair/Secretary; Timothy Houten, Treasurer; and Maria Paikos-Hantzis. **Absent:** Allison Sloan

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:

With no modifications needed to the Joint Meeting minutes with Select Board, Ms. Paikos-Hantzis motioned to accept the minutes from November 1, 2022. Ms. Bennett seconded the motion, all were in favor. Mr. Houten abstained from the vote. After a discussion of edits put forth (including removal of a sentence and elimination of a word), Mr. Houten motioned to accept the minutes as amended from November 14, 2022. Ms. Paikos-Hantzis seconded the motion, all were in favor.

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

- Friends of the Flint will hold its next meeting on December 14, 2022. Ms. Wilton informed the Board that the Friends received \$4,000 from the Curvey family (\$3,000 will fund children programming and \$1,000 will fund “Neighbors in Need”).
- Ms. Wilton & Ms. Swift Johnson will be attending the Select Board meeting on Dec 13th, to accept a donation from the Turkey Trot. The donation will be put towards programming for FY 2023.
- The current balance of the 2022 Annual Campaign is \$11,564.76 (Jan – Nov), not including the \$4,000 Curvey Fund donation and Turkey Trot donation.
- From July 2022 - December 2022, the Annual Campaign raised \$1,010.
- Donor reminder postcards brought in \$1,160.
- DPW completed a fall lawn cleanup in the front and back of the Library. The Friends paid for the clearing of the beds and the trimming of perennials.
- The Garden Club provided interior and exterior holiday decorations.

E. TRUSTEES' REPORT:

1. Review Policy #26: Emergency Closing Policy:

- Ms. Swift Johnson stated if it is a state emergency, the library will close and all programming and meetings for that day will be cancelled.
- Ms. Swift Johnson suggested incorporating the sentence, "All events planned for the Meeting Room will be cancelled in the event an emergency forces the closure of the Library", into the Meeting Room Policy.
- Ms. Paikos-Hantzis made a motion to rescind Emergency Closing Policy #26 and review the Meeting Room Policy with the sentence addition at the next Board meeting. Mr. Houten seconded the motion, all were in favor.

2. Employee Support:

- Having a quarterly event for all staff will relieve Ms. Swift Johnson of picking an employee of the month.
- December 23rd is the library staff holiday party from 9am-10am. Ms. Bennett has started to create self-care bags for each staff member to give out at the holiday party. Ms. Bennett reached out to local companies for donations/gift cards.
- Mr. Houten made a motion to support the idea of the staff holiday gift bags. Ms. Bennett seconded the motion, all were in favor.

F. TREASURER'S REPORT:

- Mr. Houten will provide a Treasurer's report at the next meeting on January 9th.
- Ms. Bambury did report a \$532.37 gain in the Fidelity account in November.

G. DIRECTOR'S REPORT:

1. Presentation of Circulation and Budget Reports:

- November's circulation was 6,548 (+3367 overall YTD in circulation from last year)
- Attendance for November was 4,029 (+2,326 overall YTD in attendance from last year)
- Budget: HVAC repairs are allotted \$26,000 (transferred funds). The November payment was made in the amount of \$5,290. State aid payment will be sent out on December 1st and will show up on the December's Budget report.

2. Program Statistics:

- Jackie is focusing Wednesday nights for the Tween programs. Having tween programs at 5:30pm seems to be a conflicting time with sports and other extracurricular activities. The children's programs are thriving with lots of play and activities.

3. Library Holidays and Closing 2023:

- The Board reviewed the 2023 Calendar of holiday closings and summer hours. Since there were no corrections, Ms. Paikos-Hantzis motioned to accept the 2023 Library Calendar hours. Mr. Houten seconded the motion, all were in favor

4. Staff and Training Updates:

- Directors Summit in Baltimore, Dec. 1 & 2: Ms. Swift Johnson stated that this summit, which focused on resiliency in the workforce, was informative and a great networking opportunity.
- Michelle is the new adult services librarian with 20 years of library experience in programming, reference and circulation. She is settling in very well at the Library.

- Joe is the new custodian (started on Dec 9th). His shift will be mornings, Thursday evenings and Sundays in rotation. There is still one custodian needed (replacing Jorge) for evening shifts and Sundays in rotation. The job is posted and Ms. Swift Johnson has received one application so far.
- Justin graduates from his MLIS program to become a degreed librarian.

5. Email Addresses for Trustees:

- Ms. Swift Johnson informed the Board that an email address (trustees@flintpublib.org) has been created by MVLC.
- The Board collectively agreed that Ms. Bennett would respond to the emails with minimal discussion. Any response that Ms. Bennett makes will be transparent to the Board and Ms. Swift Johnson by bcc'ing them on the emails.
- Mr. Houten made a motion to appoint Ms. Bennett as the email response representative and approved having MVLC forward all the emails to the five Board members and Ms. Swift Johnson. Ms. Bambury seconded the motion, all were in favor.

6. Building Updates:

- A new gas meter was installed on Dec 12th by National Grid.
- As noted in the budget report, the November payment was made in the amount of \$5,290. State aid payment (\$9,885.18) will be sent out on December 1st and the second deposit (expect same amount) will be in the early spring.

7. Library Programs and Services:

- Collections: Strawberry Bank Museum passes are available now. North Shore Children's Museum in Peabody passes are available January 3rd, 2023.
- December 3rd Winter Festival Debrief: This event was a huge success with over 100 people attending the library movie showing.

8. General Update:

- Andrew Sheehan has accepted a job as the next town administrator of Sudbury, MA and will continue in Middleton through the end of January.
- The library will be closed Sunday and Monday, December 25th and 26th for Christmas.
- Ms. Swift Johnson will be on vacation from Dec. 27th- 30th.
- The 2023 budget is still in the beginning stages and will be presented to the Board in February (approval in late spring). Ms. Swift Johnson meets with Town administration and finance committee on January 19th.

H. NEXT MEETING:

The next meeting of the Board of Trustees will be on Monday, January 9, 2023 at 7 pm.

I. ADJOURNMENT:

With no further business, Ms. Paikos-Hantzis made a motion to adjourn. Ms. Bennett seconded the motion, all were in favor. The meeting adjourned at 7:50pm. Ms. Swift Johnson stopped the recording of the meeting.

Respectfully Submitted by Stefanie McKanas, Recording Secretary