



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, November 14, 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; Maria Paikos-Hantzis, Allison Sloan and Timothy Houten.

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

After a discussion of edits put forth (including misspellings, font size, removal of first paragraph), Ms. Paikos-Hantzis motioned to accept the minutes as amended from October 11, 2022. Ms. Bennett seconded the motion, all were in favor. Mr. Houten abstained from the vote.

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

1. To match the Town, the Friends are switching their tracking of financials from calendar year to fiscal year. They will continue to post both numbers from the calendars to avoid confusion.
2. The current balance of the 2022 Annual Campaign is \$11,304.76 (calendar year).
3. From July 2022 - October 2022, \$750 was raised.
4. Sending donors reminder postcards was a success, bringing in \$525 (with the postcard mailing only costing \$62).
5. Programming funds for adults, teens, tweens/children breakdown: With people donating less, the staff is on a conservative budget. This will be reviewed quarterly by the Friends to see if more funds are available at that time.
6. "Neighbors in Need" program is actively ongoing (purchased gift cards through PTO), with currently 30 families/50 kids.
7. The Town will do a leaf cleanup at the library before the snow arrives. Ms. Wilton will be getting a quote for clearing the beds and trimming perennials.

8. Ms. Wilton stressed the importance of donation participation, especially from the Library Board of Trustees. If there is a 100% participation rate from the Board & Friends, this sends a positive message when applying for future grants.

E. TRUSTEES' REPORT:

1. Election of Officers: Chair, Vice Chair/Secretary, Treasurer:

According to Town bylaws and guidelines, reorganization of the Board will occur after the election. **Treasurer:** A motion to nominate Mr. Houten as Treasurer was made by Ms. Paikos-Hantzis. Ms. Sloan seconded the motion, all were in favor.

2. Review of Policy #20, Audiovisual Borrowing Policy:

Ms. Sloan and Ms. Swift Johnson worked on updating the language. There were a few edits, specifically in line 2 and line 4. Mr. Houten raised his concern of the legal liability language of line 6 stressing that you cannot make someone indemnify without writing. Ms. Sloan will revisit these concerns with the Massachusetts Library Trustees Association. A motion to accept Policy #20, with the suggested edits, was made by Ms. Paikos-Hantzis, Mr. Houten seconded the motion, all were in favor.

3. Charter Review Committee joint meeting Debrief:

Ms. Swift Johnson said this was an opportunity for Board members to pose questions and share thoughts. Mr. Houten discussed the difference between the charter and bylaws. Ms. Bennett wanted clarification about who was represented at that meeting. Ms. Sloan brought before the Charter Committee a question of the Library Board's autonomy with respect to the Town Administrator and Select Board. Ms. Sloan clarified that she represented herself as a resident.

4. Employee Recognition:

Ms. Bennett expressed her concern about employee retention. Eleven employees (out of 14 employees) have recently resigned, mostly due to personal reasons. Ms. Swift Johnson discussed that during exit interviews, some employees expressed the lack of support from the Board. Ms. Bennett stressed the importance of employee appreciation and retention. Highlighting employees every month and having the yearly employee appreciation breakfast were discussed. The Board is in favor of Ms. Swift Johnson nominating the employees of the month. Ms. Swift Johnson and Ms. Bennett will work together to brainstorm new employee recognition ideas.

F. TREASURER'S REPORT:

Ms. Bambury reported a \$2,817.81 gain in the Fidelity account for the month of October, with a total balance of \$116,044.69 as of 10/31/22.

G. DIRECTOR'S REPORT:

1. Presentation of Circulation and Budget Reports:

- a. October's Circulation was 6,368 (+2457 overall YTD in circulation from last year)
- b. Attendance for October was 3,539 (+1601 overall YTD in attendance from last year)
- c. Budget: Programming- Consumable supplies such as paints needed replacing.
State Aid deposit is coming (will be getting at least the same amount as last year)

2. Program Statistics:

- a. Program librarians are maximizing their budgets, pushing all programs for all ages.

3. Email Addresses for Trustees:

a. The Board discussed the pros and cons of individual email addresses or a single, general email for the Board. Ms. Bambury voiced her concern with individual emails and that the Board be considered one group of people acting together.

Mr. Houten made a motion to vote to not list the individual email addresses for the Trustees, Ms. Bennett seconded the motion, Ms. Sloan abstained from the vote, all were in favor. One email address (trustees@flintpublib.org) will be created and then incoming messages will be forwarded to all Board members.

4. Staff and Training Updates:

a. Ms. Swift Johnson informed the Board that offers were extended to a custodian and the Adult Services Librarian. Both offers are pending a CORI, physical exam, and reference check.

b. Ms. Swift Johnson reported a summary of the MLS Annual Meeting held on November 9th. It was very informative meeting emphasizing that we need to be the libraries of the future now and the importance of diversity in books and representation in our library collections.

c. Directors Summit in Baltimore, Dec. 1 & 2: This summit is focused on resilience in the workforce and ways to recruit, retain, and grow your employees.

5. Building Updates:

a. Ms. Swift Johnson confirmed funds were transferred from the Reserve to cover the boiler cost, which was repaired on Oct 13th. The damaged plaster was repaired and the mezzanine wall area is scheduled to be painted. A service date to flush the HVAC system and repair valves still needs to be arranged.

6. Library Program and Services:

a. Collections: Passes to the Harvard Museum of Natural History were recently added to the library's collection.

b. December 3rd is the Winter Festival, including a parade and cookie decorating. The library will be showing *How the Grinch Stole Christmas*. Ms. Swift Johnson encouraged the Board members to attend.

H. NEXT MEETING:

The next meeting of the Board of Trustees will be on Monday, December 12, 2022 at 7 pm.

I. ADJOURNMENT:

With no further business, Ms. Paikos-Hantzis made a motion to adjourn. Mr. Houten seconded the motion, all were in favor. The meeting adjourned at 8:38pm. Ms. Swift Johnson stopped the recording of the meeting.

Respectfully Submitted by Stefanie McKanas, Recording Secretary