



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, February 13, 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; Maria Paikos-Hantzis; and Allison Sloan/remote.

Others Present: Loretta Swift Johnson, Library Director; Susan Piccole; Jackie Bresnahan, Interim Town Administrator; Annie Wilton, Friends of the Flint

Absent: Stefanie McKanas, Recording Secretary

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 minutes, Mr. Houten motioned to accept the minutes as-is from December 12, 2022. Ms. Bennett seconded the motion, all were in favor. The motion carried.

With no modifications needed to the minutes, Mr. Houten motioned to accept the minutes as-is from January 9, 2023. Ms. Bennett seconded the motion. With a vote of 4-1 (Ms. Sloan opposed), the motion carried.

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

- Ms. Wilton informed the Board that the Friends received \$6,848 (106 donors) from the annual membership forms that went into the census in the middle of January. This is a significant increase from last year, which was \$875 at the end of January.
- February is “Love Your Library” month. Each staff member will receive a \$25 gift card and thank you note from the Friends.
- Smile Amazon is ending mid-February. The library will send a mass email notifying subscribers that Smile Amazon will no longer be available. The email will encourage people to make any purchases now so the Friends will get the donation before the Smile Amazon program ends. Amazon will make a one-time contribution, matching last year’s best donation.

E. TRUSTEES' REPORT:

1. Review Policy #10: Public Meeting Room Use Policy:

- Mr. Houten made a motion to adopt the policy and keep the Public Meeting Room Use Agreement Form separate. Ms. Paikos-Hantzis seconded the motion, all were in favor.

2. One-year Performance Evaluation of Library Director: Discussion of Process

- Ms. Swift Johnson will submit her self-evaluation to Ms. Bresnahan who will then send it along with the evaluation form to all members of the Board. The Board will have two weeks to complete that document.
- Ms. Bresnahan will send the Board the goals from the last evaluation process and a composite evaluation that incorporates all of the numerical grades, the qualitative grades, and comments.
- Ms. Bresnahan will send out the public document on or before March 9th to all Board members and Ms. Swift Johnson for review. The Board will vote to accept it at the next meeting on March 13th.

3. Legislative Breakfast: February 17, 2023 in Peabody

- Ms. Swift Johnson and Ms. Bambury will be in attendance.
- Ms. Sloan suggested that Ms. Swift Johnson let the Board know what topics (two or three talking points) she would like to discuss with the legislators. Ms. Swift Johnson will email the Board those discussion points.

4. Open Meeting Law: Hybrid/Virtual Option Set to Expire March 31, 2023

- The Governor's executive order from 2020 that's been extended several times allowing for Zoom participation is set to end in its current form on March 31.
- There will be a Select Board meeting on February 21st with Jay Talerman, Town Counsel, to discuss what the options are for remote participation of public bodies outside of that executive order.

F. TREASURER'S REPORT:

- Mr. Houten was still not on the Fidelity account. The problem was identified and will be corrected; therefore, a Treasurer's report will be provided at the next meeting.

G. DIRECTOR'S REPORT:

1. Presentation of Circulation and Budget Reports:

- Circulation for January was 5,968 (+3,687 overall YTD in circulation from last year)
- Attendance for January was 3,308 (+3,474 overall YTD in attendance from last year)
- Budget: Ms. Swift Johnson stated that because the equipment repair has a negative balance of -\$151.14, she will be pulling funds from the Postage line to pay for that.
- The library received the state aid deposit of \$9,855.18 (more aid than last year). The second deposit is expected in April.
- HVAC work has been completed in the building; however, the invoice has not been received.

2. Program Statistics:

- Ms. Sloan expressed her concern that programs for Tweens are more educational art programs, rather than library programs, which focus on critical thinking and inclusion.

3. Staffing Updates:

- Ms. Swift Johnson informed the Board that there are still two vacancies, Adult Services Librarian position and Circulation/ILL Librarian position. She is reviewing applications;

however, there is a gap with coverage. Current staff such as Michelle, Justin and Ms. Swift Johnson are trying to fill in the coverage gaps.

- Ms. Swift Johnson provided the Board with information on staff turnover since January 2022, a chart on current staff, and job descriptions for those positions.

4. Staff Training Updates:

- There were no questions or concerns from the Board.

5. Building Updates:

- The Library's HVAC system repair is complete and will be paid with the transferred funds.
- The Library will be closed Sunday and Monday, February 19th and 20th for President's Day. It will be posted on the Library's website, outdoor electronic sign, entrance doors, and social media platforms.
- Ms. Sloan suggested looking into other ways such as community organizations for the upkeep of the garden and property in order for the Friends to save money. Ms. Bresnahan will provide a correctional facility contact to Ms. Swift Johnson to get a quote for future landscaping needs.

6. Library Programs and Services:

- Ms. Swift Johnson stated that there were 12 participants for the outdoor snow program that took place with the Tri-town Council. Ms. Swift Johnson said it was a great community event.

7. FY2024 Library Budget Requests: Updates

- Ms. Swift Johnson discussed with the HR Director and the Finance Director her goals of reworking the Compensation Plan into something that is more logical and provides a more systematic approach to compensation for staff (employees who stay at the library for more than four and a half years of service) with a set increase of 5% between each step.
- Ms. Swift Johnson also proposed two separate step structures, one for non-degreed librarians and one for degreed librarians, to encourage current employees to return to school for their MLIS and to attract MLIS candidates with adequate compensation.
- Ms. Swift Johnson stated that this compensation restructure is an effort to prioritize and support the staff by incentivizing them to stay at the Library but also give them livable wages.

H. NEXT MEETING:

The next meeting of the Board of Trustees will be on Monday, March 13, 2023 at 7:00pm.

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 8:21pm. Ms. Swift Johnson stopped the recording of the meeting.

Respectfully Submitted by Stefanie McKanas, Recording Secretary