



**Minutes of the Meeting  
The Flint Public Library  
Board of Trustees  
Monday, March 13, 2023**

**NOTE:** This meeting was hybrid; it was held both in-person and via Zoom. Meeting minutes are on the library and town websites.

**Board of Trustees Present:** Donna Bambury, Chairperson; Erin Bennett, Vice Chair/Secretary; Timothy Houten, Treasurer; Maria Paikos-Hantzis; and Allison Sloan.

**Others Present:** Loretta Swift Johnson, Library Director; Susan Piccole; Annie Wilton, Friends of the Flint; Stefanie McKanas, Recording Secretary; Elizabeth Lydon, Town Counsel/Remote; Ryan Clemens, Town Counsel/Remote

**A. CALL TO ORDER:** Ms. Bambury called the Library Board of Trustees Meeting to order at 7:01pm.

Ms. Bambury motioned to go into Executive Session under G.L. c. 30A section 21(a)(1) to review the Open Meeting Law Complaint filed by Allison Sloan. Mr. Houten seconded the motion. Ms. Bambury, Chair, voted yes to go into Executive Session; Ms. Bennett, Vice Chair, voted yes to go into Executive Session; Ms. Paikos-Hantzis voted yes to go into Executive Session; and Mr. Houten, Treasurer, voted yes to go into Executive Session. The Board entered Executive Session at 7:06pm.

**B. EXECUTIVE SESSION:**

- **Ms. Bambury moved to exit executive session. Mr. Houten seconded the motion. Ms. Bambury voted yes; Ms. Paikos-Hantzis voted yes; Mr. Houten voted yes and Ms. Bennett voted yes.**
- **Ms. Bambury made a motion to delegate the response to the complaint to Ms. Lydon, Town Counsel. Mr. Houten seconded the motion. Ms. Bambury voted yes; Ms. Paikos-Hantzis voted yes; Mr. Houten voted yes and Ms. Bennett voted yes.**
- The Board exited Executive Session at 7:31pm

**C. SIGNING OF BILLS:**

Ms. Bambury confirmed bills were signed.

**D. APPROVAL OF MINUTES:**

**Mr. Houten motioned to accept the minutes as amended from February 13, 2023. Ms. Paikos-Hantzis seconded the motion. With a vote of 4-1 (Ms. Bambury opposed), the motion carried.**

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

- Ms. Wilton informed the Board that the Friends received \$2,425 for the month of February from the annual membership forms that went out in the census.
- From July 2022 – February 2023, the Annual Campaign raised \$17,358.77.

- Ms. Wilton explained how there are a lack of performers and the performers that are available have a higher cost. The library staff is requesting \$37,000 for programming; however, Ms. Wilton stated that with the tracking of funds, the FY24 Programming Budget is on hold and a decision will be made in April.
- The Friends are working with staff to brainstorm fundraising ideas.
- Ms. Wilton stated that \$2,409 has been allotted for shades inside the children's craft room and workroom shades at the circulation desk.

## **F. TRUSTEES' REPORT:**

**1. One-year Performance Evaluation of Library Director:** Postponed until the next meeting on April 10, 2023

### **2. Review Policy #4: Bylaws**

- The Board reviewed the Bylaws and agreed no modifications were necessary.
- **Mr. Houten made a motion to accept the unchanged By-Laws of the Flint Library of Trustees. Ms. Bennett seconded the motion, all were in favor.**

### **3. Review Request for Education Stipend**

- Ms. Swift Johnson explained the breakdown of her 2022 Fall Semester tuition costs.
- Ms. Bambury suggested allotting \$5,000 for Ms. Swift Johnson's stipend.
- **Mr. Houten made a motion to approve the \$5,000 education stipend for Ms. Swift Johnson. Ms. Bennett seconded the motion, all were in favor.**

### **4. Updates from Legislative Breakfast on February 17, 2023 at the Peabody Library**

- Ms. Swift Johnson and Ms. Bambury were in attendance. Ms. Bambury stated that it was a nice event and everyone was friendly and supportive.

## **G. TREASURER'S REPORT:**

- Mr. Houten informed the Trustee members that new paperwork was filled out and returned to the bank in order for him to sign checks and remove the current people (George & Melissa) off the account. Therefore, a Treasurer's report will be provided at the next meeting.

## **H. DIRECTOR'S REPORT:**

### **1. Presentation of Circulation and Budget Reports:**

- Circulation for February was 6,248 (+4,294 overall YTD in circulation from last year)
- Attendance for February was 3,125 (+3,779 overall YTD in attendance from last year)
- Budget: As stated in the previous Board meeting, Ms. Swift Johnson will be pulling funds from Postage to pay for the negative balance of -\$151.14 in equipment repair.
- There were no questions from the Board on the Budget Report.

### **2. Program Statistics:**

- Ms. Swift Johnson stated that the Teen Services Librarian, Felicia, has helped in coordinating projects with teen volunteers.

### **3. Staffing and Training Updates:**

- The Friends sponsored program, Candy Guessing Contest, was successful, well attended and enjoyed by all.

- Jessica is temporarily helping out, working 19 hours per week in Adult Services, until there are permanent hires (two candidates to sign contracts at the end of March or early April).
- Ms. Swift Johnson stated that Justin's last day at the Flint was February 28<sup>th</sup>. She informed the Board he is settling well into his new job.
- Ms. Swift Johnson informed the Board that the Children's Programming Librarian, Jackie, was accepted into San Jose University for her MLIS degree. Her online classes start in the Fall and she will be eligible to apply for an education stipend.

#### **4. Building Updates:**

- Ms. Swift Johnson stated that the security lights are on for the custodians. Motion detectors are positioned throughout the building, and alarm sensors are on the exterior doors. Parking lot lights remain on for security purposes.
- Ms. Bambury suggested adding a motion sensor light on the exterior of the building at the drop box area.
- Ms. Sloan suggested having a Library foyer light remain on for the Police and Fire Departments.

#### **5. Library Programs and Services:**

- Ms. Swift Johnson explained that even with the \$17,000 of funds from the Friends, there is still a need for more programming monies.
- Ms. Swift Johnson suggested that the Board consider allotting \$8,000 of the State Aid for programming (\$3,000 to children's programs, \$3,000 to adult programs, and \$2,000 to tween programs).
- **Ms. Sloan made a motion to allot \$8,000 of the State Aid for library programming. Ms. Bennett seconded the motion, all were in favor.**
- The Library website template is having issues with plug-ins and updates. Ms. Swift Johnson and Michelle have removed the problematic plug-ins and are working with the host company to resolve these issues.
- Michelle is updating the Library's software from Plymouth Rocket to Assabet, which is a better fit for the Library.

#### **6. FY2024 Library Budget Requests: Updates**

- Ms. Swift Johnson discussed the need for a capital plan for the library. A building needs assessment will be conducted in FY24 so a comprehensive capital plan can be created for FY25.
- The town has requested a 2% cost-of-living adjustment (COLA) for employees in FY24.

#### **I. NEXT MEETING:**

The next meeting of the Board of Trustees will be on Monday, April 10, 2023 at 7:00pm.

#### **J. ADJOURNMENT:**

**With no further business, Ms. Paikos-Hantzis made a motion to adjourn. Ms. Sloan seconded the motion, all were in favor.** The meeting adjourned at 8:32pm.

Respectfully Submitted by Stefanie McKanas, Recording Secretary