



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, April 10, 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.

Others Present: Loretta Swift Johnson, Library Director; Annie Wilton, Friends of the Flint; Stefanie McKanas, Recording Secretary; Elizabeth Lydon, Town Council; Jackie Bresnahan, Interim Town Administrator; and Susan Piccole

A. CALL TO ORDER: Ms. Bambury called the Library Board of Trustees Meeting to order at 7:03pm.

The Board entered Executive Session at 7:05pm.

B. EXECUTIVE SESSION:

- **Ms. Paikos-Hantzis moved to exit executive session and return to open session. Ms. Bennett seconded the motion. Ms. Bambury voted yes; Ms. Paikos-Hantzis voted yes; Mr. Houten voted yes and Ms. Bennett voted yes.**
- **Mr. Houten made a motion to delegate the response to the complaint to Ms. Lydon, Town Counsel. Ms. Paikos-Hantzis 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 7:22pm

C. SIGNING OF BILLS:

Ms. Bambury confirmed bills were signed.

D. APPROVAL OF MINUTES:

- **Mr. Houten motioned to accept the Executive Session minutes as amended from March 13, 2023. Ms. Bennett seconded the motion, all were in favor. The motion carried.**
- **Ms. Paikos-Hantzis motioned to release the Executive Session minutes from March 13, 2023. Mr. Houten seconded the motion, all were in favor. The motion carried.**
- **Mr. Houten motioned to accept the meeting minutes as amended from March 13, 2023. Ms. Paikos-Hantzis seconded the motion, all were in favor. The motion carried.**

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

- In March, the Annual Campaign raised \$1,900.

- Ms. Wilton informed the Board of a new donor who gave \$1,000, with the donor's company matching that gift, hopefully in April.
- From July 2022 – March 2023, the Annual Campaign has raised \$19,258.77
- Memorial funds were received from the family of Dolores Rizzotti, a patron of the Friends who recently passed away. Ms. Wilton stated that these funds can be used for anything.
- The Friends will be having a Dine to Donate fundraiser at the Texas Roadhouse in Danvers on May 10 (10% of total food purchases will be donated to the Friends).
- Ms. Wilton is also working with Jackie to sell buttons with the Friends logo as another way to bring in funds.

F. TRUSTEES' REPORT:

1. Attorney General Determination OML 2023-38 regarding July 25, 2022 complaint filed by Alison Sloan

- **April 10, 2022 & April 11, 2022 emails between Board members regarding membership:** Ms. Bambury stated that the emails would be publicly available on the Town's website. Ms. Bambury chose to post the emails for public access rather than read them into the minutes.

2. June 6, 2023 Mandatory OML Training

- Attorney Lydon stated that all Board members must attend this training on June 6th. Attorney Lydon or Attorney Jay Talerma will lead this training. The training session can be recorded if any Board member is unable to attend on June 6th.
- Attorney Lydon suggested that if an issue arises, the Board should address it immediately and rectify it at that time to avoid future OML complaints.

3. Town Council response to February 24, 2023 OML complaint filed by Alison Sloan

- The response, dated March 14th, has been delivered to all Board members.

4. Masconomet 2023 Scholarship Updates

- Mr. Houten spoke to the school confirming that the Library would be participating in the scholarship program this year. (No dollar amount has been set). Mr. Houten expressed that the School is very appreciative of the Trustee's continued support.

5. One-year Performance Evaluation of Library Director

- Ms. Bresnahan informed the Board that the numerical evaluation has been sent to each member via email. Ms. Bresnahan stated that the comment section will not be sent out due to inaccuracy or false comments, lack of professional integrity and non-constructive criticism.
- Ms. Bresnahan stated that she is protecting the Town from a possible workplace liability.
- Ms. Bresnahan read the previous six months' goals to the Board.
- **Ms. Paikos-Hantzis made a motion to have the Board consider what Ms. Bresnahan presented including the previous goals and continue this matter to the next Board meeting on May 8th. Mr. Houten seconded the motion. With a vote of 4-1 (Ms. Sloan opposed), the motion carried.**

6. Review Policy #16: Trust Fund Investment Policy

- Ms. Sloan distributed her edits on Policy#16 to the Board members.
- The Board agreed that it would be easier to review if the edits were incorporated into the existing policy.

- **Mr. Houten made a motion to review this policy with Ms. Sloan's recommendations at the next Board meeting on May 8th. Ms. Paikos-Hantzis seconded the motion, all were in favor. The motion carried.**

G. TREASURER'S REPORT:

- Mr. Houten informed the Trustee members that he still doesn't have access to the account; however, Fidelity reassured him the paperwork is still being processed. A treasurer's report will be provided at the next meeting.

H. DIRECTOR'S REPORT:

1. Presentation of Circulation and Budget Reports:

- Circulation for March was 7,311 (+5,282 overall YTD in circulation from last year)
- Attendance for March was 3,980 (+4,201 overall YTD in attendance from last year)
- Ms. Sloan asked Ms. Swift Johnson for circulation and attendance numbers from a pre-Covid year to compare the data at the next Board meeting.
- There were no questions from the Board on the Budget Report.

2. Program Statistics:

- There were no questions from the Board on the Program Statistics.

3. Staffing and Training Updates:

- Ms. Swift Johnson stated that the two new employees, Paige and Adrian are setting in well.
- Last month, Ms. Swift Johnson stated that she completed the annual staff evaluations while Michelle completed the custodian evaluations. She will be working closely with staff over the next twelve months to achieve identified goals
- Ms. Swift Johnson informed the Board that on April 25th, the Library will have a delayed opening (1pm) due to an all-staff, non-recorded virtual training. Ms. Swift stated that this training is critical for the entire staff to learn about providing reference services.
- Ms. Sloan suggested that Ms. Swift Johnson find out if these critical training sessions could be recorded to avoid any future Library closings.

4. Building Updates:

- Ms. Swift Johnson stated that the exterior globe lights are filling with water causing the lights to short out. The issue is being addressed with the Library's electrician to either repair or replace the lights.
- The Library website template is still having issues with plug-ins and updates. Ms. Swift Johnson is continuing to work with the host company, In Motion, to resolve these issues; however, if the problem cannot get resolved, a new template may be necessary. The current Library's word press template is the Divi Child theme.
- Ms. Swift Johnson informed the Board that there was a brief power outage, causing the phone lines, internet and website to be non-functional. A reboot was necessary to fix the issue.
- Ms. Swift Johnson stated that emails being sent to trustees@flintpublib.org were not being forwarded due to security measures. The issue was resolved by MVLC and now Ms. Swift Johnson has shared permission to monitor the email's inbox for all messages being received.

5. Library Programs and Services:

- Ms. Swift Johnson stated that some state aid funds will be used in May to pay for performers.

- Ms. Swift Johnson stated that Town Council will be reviewing the Library's policies, which was recommended by MBLC.
- Ms. Sloan suggested Town Council also review the Library's disclaimers.
- Ms. Swift Johnson is creating a Workplace Civility and Respect Policy and will have a first draft for review at the next Board meeting. This policy is different than the Code of Conduct Policy, which is geared towards Library patrons. She will also be creating a general Civility and Respect Policy, to be considered for the Town's employee handbook.
- Ms. Swift Johnson informed the Board that the Library will be closed Sunday, April 16th and Monday, April 17th for Patriot's Day.

6. FY2024 Library Budget Requests Updates

- The Board reviewed the FY24 Final Operating Budget. There was a decrease in salaries and wages (new staff at lower steps) and reorganization of the part-time staff surplus.
- The programming request of \$5,000 was approved by FinCom and the Select Board.
- The supplemental requests for two additional staff members were declined.
- Ms. Swift Johnson stated that the State Aid funds allotted for programming could be used throughout the years. Due to staffing, the aid may not all be used in one year.
- **Mr. Houten motioned to approve the operating budget. Ms. Sloan seconded the motion, all were in favor. The motion carried.**

I. NEXT MEETING:

The next meeting of the Board of Trustees will be on Monday, May 8, 2023 at 7:00pm.

J. 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 8:48pm.

Respectfully Submitted by Stefanie McKanas, Recording Secretary