



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, May 8, 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.

Roll Call-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; Annie Wilton, Friends of the Flint; Stefanie McKanas, Recording Secretary; and Susan Piccole

A. CALL TO ORDER: Ms. Bambury called the Library Board of Trustees Meeting to order at 7:00pm.

B. SIGNING OF BILLS:

Ms. Bambury confirmed the bills were signed.

C. APPROVAL OF MINUTES:

- **Ms. Paikos-Hantzis motioned to accept the Executive Session minutes from April 10, 2023. Mr. Houten seconded the motion, all were in favor. The motion carried.**
- **Mr. Houten motioned to accept the meeting minutes as amended from April 10, 2023. Ms. Bennett seconded the motion, all were in favor. The motion carried.**

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

- From July 2022 – April 2023, the Annual Campaign has raised \$19,758.77
- Ms. Wilton stated that the Friends also received a \$100 memorial fund donation.
- Ms. Wilton reminded the Board of the Dine to Donate fundraiser at the Texas Roadhouse in Danvers on May 10 from 3pm-10pm (10% of total food purchases will be donated to the Friends).
- The Friends will have a table at the Annual Town Meeting on May 9th. Snacks and water will be provided for attendees.
- The Friends are asking local businesses to donate gift cards for a raffle fundraiser.
- The Friends will have their meeting on May 10th and will resume meetings September 2023 (no meetings held in June, July or August).

E. TRUSTEES' REPORT:

- 1. Annual Town Meeting: 7:00pm on Tuesday, May 9 at Howe-Manning School**
- 2. Middleton Candidates Night: 7:00pm, Wednesday, May 10 at Flint Public Library**
- 3. Annual Town Election: Tuesday, May 16 at Fuller Meadow School – Ms. Bambury reminded the Trustees of these upcoming meeting dates.**

4. Mandatory OML Training: Tuesday, June 6, 2023 at 6:30pm at the Flint Public Library

- Ms. Bambury reminded Board members that this training is mandatory. It will be recorded and is open to all Town members.

5. Town Council response to March 27, 2023 OML complaint filed by Allison Sloan

- Ms. Bambury stated the response has been received and distributed.

6. Masconomet 2023 Scholarship Updates and Vote

- The Board agreed upon giving \$1,000 to one senior for the scholarship.
- **Ms. Paikos-Hantzis motioned to give \$1,000 to one senior recipient for the 2023 Masconomet Scholarship. Mr. Houten seconded the motion, all were in favor. The motion carried.**

7. Review Policy #16: Trust Fund Investment Policy

- **Ms. Sloan motioned to accept Policy #16 as presented. Ms. Bennett seconded the motion, all were in favor. The motion carried.**

8. Review New Policy #44: Workplace Civility and Respect Policy

- Ms. Swift Johnson state that the MLS recommended creating this policy.
- The Board members gave their thoughts and opinions on this policy.
- **Ms. Paikos-Hantzis made a motion to continue this matter to the next Board meeting on June 12th in order to streamline and edit Policy #44. Mr. Houten seconded the motion, all were in favor. The motion carried.**

9. Performance Evaluation of Library Director: Goals- Postponed until the June 12th Trustees meeting

F. TREASURER'S REPORT:

- Mr. Houten informed the Trustee members that there was a \$4,200 gain in investments. The total amount in the Fidelity account as of May 5th is \$120,495.79. The checking account has \$5,005.
- Mr. Houten will look at previous statements to see what account the Masco Scholarship money was paid from last year.

G. DIRECTOR'S REPORT:

1. Presentation of Circulation and Budget Reports:

- Circulation for April was 6,450 (+5,580 overall YTD in circulation from last year)
 - Pre-Covid Circulation in 2019: April FY 19 was 65,951, April FY 23 was 66,261
- Attendance for April was 3,396 (+4,740 overall YTD in attendance from last year)
 - Pre Covid Attendance in 2019: April FY 19 was 48,956, April FY 23 was 34,535
Attendance decrease resulted people opting for virtual meetings and less programs offered due to staffing (18 staff members in 2019 and 11 staff members in 2023).
- Ms. Swift Johnson credited the staff for the new Book displays and flyers, which are helping to increase circulation numbers.
- Ms. Swift Johnson informed the Board that the second state aid has not yet been deposited.
- Ms. Swift Johnson stated that \$625 was allocated from the state aid funds for programming in May.
- To conserve the Light and Power funds, Ms. Swift Johnson will delay turning on the air conditioner.

2. Program Statistics:

- Ms. Sloan stated that the current tween programs do not seem effective yet in increasing attendance.
- Ms. Bennett suggested that having a designated space for tweens / teens in the library would be a good idea for the future.

3. Staffing and Training Updates:

- Ms. Swift Johnson stated that the staff virtual training on April 25th was very informative.
- Ms. Swift Johnson informed the Board that Tracey, a circulation assistant intern, is interning at the library and will be working on developing her technical writing skills by creating reference materials for staff. Tracey will be reformatting the current Library policies and forms with cohesive text and logos. The Board was in agreement of reformatting the policies to look uniform and professional.

4. Building Updates:

- Ms. Swift Johnson stated that the exterior globe lights on both sides of the building were repaired. If the lights fill with water again in the future, the electricians advised to replace the hardware.
- Ms. Swift Johnson got a quote for the rewiring and equipment replacement including user friendly touch screen control panel, upgraded projector and speaker connections for Meeting Rooms A and B. The total cost is \$40,348.64 with the Town providing \$24,000 of PEG funds and \$1,500 from the Library's FY23 Operating Budget. The Board agreed the remaining balance of \$14,848.64 would need to be funded by State Aid and from the Friends Building account. Ms. Wilton will bring this fund request to the Friends meeting on May 10th.

Ms. Paikos-Hantzis motioned to allocate up to \$7424.32 of State Aid funds for the rewiring and equipment replacement. Mr. Houten seconded the motion, all were in favor. The motion carried.

5. Library Programs and Services:

- Ms. Swift Johnson stated that patrons voted on social media for their preferred monthly themes. (May is "Murder Mystery Month")
- Ms. Swift Johnson reminded the Board that the Friends are doing an ongoing button fundraiser, "Love your Library".
- Ms. Swift Johnson stated that on May 19th and May 20th, kindergarten classes will be coming in from 9am-10am with teachers and volunteers to learn about the library and get library cards, with parent's approval.
- Ms. Swift Johnson informed the Board that the Library will be closed Sunday, May 14th for Mother's Day and on Sunday, May 28th and Monday, May 29th for Memorial Day.

H. NEXT MEETING:

The next meeting of the Board of Trustees will be on Monday, June 12, 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 8:24pm.

Respectfully Submitted by Stefanie McKanas, Recording Secretary