



**Minutes of the Meeting  
The Flint Public Library  
Board of Trustees  
Monday, June 12, 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; Maria Paikos-Hantzis; Allison Sloan and Susan Piccole.

**Others Present:** Loretta Swift Johnson, Library Director; Stefanie McKanas, Recording Secretary; Ilene Twiss, Town Clerk; Jackie Bresnahan, Interim Town Administrator

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

**B. ELECTION OF OFFICERS: Chair, Vice Chair/Secretary, Treasurer**

**CHAIR NOMINATION:**

- Ms. Sloan nominated Ms. Paikos-Hantzis for the Board of Trustees Chair. Ms. Bennett seconded the nomination. Ms. Paikos-Hantzis accepted the nomination of Board of Trustees Chair.
- Ms. Bambury nominated herself for the Board of Trustees Chair. Ms. Bennett seconded the nomination.
- **VOTE- Ms. Paikos-Hantzis for the Board of Trustees Chair: Ms. Bambury voted no; Ms. Paikos-Hantzis voted yes; Ms. Bennett voted no; Ms. Sloan voted yes, and Ms. Piccole “passed”. Due to a tie in the vote, Ms. Bambury asked Ms. Piccole to vote. Ms. Piccole voted no. Vote of 3 (no) - 2 (yes)**
- **VOTE- Ms. Bambury for the Board of Trustees Chair: Ms. Bambury voted yes; Ms. Paikos-Hantzis voted no; Ms. Bennett voted yes; Ms. Sloan voted no, and Ms. Piccole voted yes. With a vote of 3 (yes) -2 (no), Ms. Bambury is elected the Board of Trustees Chair.**

**VICE-CHAIR/SECRETARY NOMINATION:**

- Ms. Bennett nominated herself for the Board of Trustees Vice-Chair/ Secretary. Ms. Bambury seconded the nomination.
- Ms. Sloan nominated herself for the Board of Trustees Vice-Chair/ Secretary. Ms. Paikos-Hantzis seconded the nomination.
- **VOTE- Ms. Bennett for the Board of Trustees Vice-Chair/ Secretary: Ms. Bambury voted yes; Ms. Paikos-Hantzis voted no; Ms. Bennett voted yes; Ms. Sloan voted no, and Ms. Piccole voted yes. With a vote of 3 (yes) -2 (no), Ms. Bennett is elected the Board of Trustees Vice Chair/Secretary.**
- **VOTE- Ms. Sloan for the Board of Trustees Vice-Chair/ Secretary: No vote needed**

**TREASURER NOMINATION:** (Postponed) Ms. Bambury stated she will hold off on the Treasurer’s position and discuss with Ms. Piccole to see if she is interested. Ms. Bambury will also check with Fidelity about adding her name to the account.

### **C. SIGNING OF BILLS:**

Ms. Bambury confirmed bills were signed.

### **D. APPROVAL OF MINUTES:**

**Ms. Sloan motioned to accept the minutes as amended from May 8, 2023. Ms. Paikos-Hantzis seconded the motion, all were in favor.**

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

- Ms. Bambury read a report from Ms. Wilton, who was unable to attend the Trustees meeting.
- From July 2022 –May 2023, the annual income amount is \$21,237.52.
- The Texas Roadhouse Fundraiser brought in \$132.75
- The Friends provided snacks and water at the Town meeting on May 9<sup>th</sup>.
- The Friends is having a gift basket Fundraiser (\$5 each raffle ticket or 3 tickets for \$10).
- The Friends have no meetings in June, July & August.

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

**1. Mandatory OML Training on June 6:** Ms. Bambury stated that three Board Members were in attendance and that any member absent will be able to view a recording of the training once it becomes available.

#### **2. Review New Policy #44: Workplace Civility and Respect Policy**

- Ms. Swift Johnson stated that this policy was drafted as a helpful guide to working together as a team.
- The Board members each gave their thoughts on the policy and agreed that it should go before Town Counsel for review.
- **Ms. Bennett made a motion to accept Policy #44 Workplace Civility and Respect Policy. Ms. Bambury seconded the motion. With a vote of 3 (yes) to 2 (no), the motion carried.**

#### **3 & 4. Review New Policy #31: Displays Policy & Policy #32: Programming Policy**

- Ms. Swift Johnson stated that these policies protect the Library's mission of inclusivity in its programming and displays.
- **Ms. Sloan made a motion to postpone a vote until next meeting in order for Board members to rethink and edit Policy #31. Ms. Paikos-Hantzis seconded the motion. With a vote of 3 (no) - 2 (yes), the motion did not carry.**
- **Ms. Bennett made a motion to move Policy #31 & #32 forward to our second vote at the next meeting. Ms. Piccole seconded the motion. With a vote of 3 (yes) to 2 (no), the motion carried.**

#### **5. Performance Evaluation of Library Director: Goals**

- Ms. Bresnahan asked the Board members to prioritize the top 5 goals:
  1. Access options to conduct town-wide assessment to evaluate patron priorities to inform and develop 5-year strategic plan, including the next check in with the Trustees on what options are available for this project.
  2. Complete MLIS degree within established time frame.

3. Additional customer service, reference services, and technology training for staff, including library specific and municipality wide. A sub-goal for customer service is to determine the future of the entrance via the feedback from the community survey as well as other strategies developed by the Director.
  4. Continue to attend in-person conferences and trainings, such as PLA and MLA.
  5. Continue to develop a mentorship relationship with long tenured library directors in the area.
- **Ms. Paikos-Hantzis made a motion for Ms. Bresnahan to edit the goals as set forth. Ms. Piccole seconded the motion, all were in favor.**

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

- Ms. Bambury stated that the Treasurer's Report is postponed until the next meeting.

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

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

- Circulation for May was 6,406 (+5,993 overall YTD in circulation from last year)
- Attendance for May was 3,439 (+5,029 overall YTD in attendance from last year)
- Budget: Ms. Swift Johnson stated that they are in good shape with one month left in the Fiscal Year. There were no questions from the Board on the Budget Report.

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

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

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

- Ms. Swift Johnson stated Adrian and Paige, the two newest team members, completed MVLC catalog training.

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

- Ms. Swift Johnson stated that repairs to the technology in the meeting room are scheduled to take place next month. The estimated total cost is \$40,348.64 with the Town providing \$24,000 of PEG funds, \$1,500 from the Library's FY23 Operating Budget, \$7,424.32 of State Aid funds, and up to \$7,500 from the Friends.
- The HVAC company came to switch over from heat to air conditioning. They also performed preventative maintenance to the exterior units that are on the outside wall between the Library and the Fire Station. It was recommended to trim back the overhanging branches to avoid any issues in the Fall. Ms. Swift Johnson reached out to Middleton DPW to trim back the branches this summer.
- The boiler passed inspection last month. Ms. Swift Johnson did replace the battery operated CO detectors with wall plug-in ones.
- The carpets and upholstery are scheduled to be professionally cleaned Friday and Saturday, June 16<sup>th</sup> and 17<sup>th</sup>.
- The Library will be closed Sunday, June 18<sup>th</sup>, for Father's Day Monday, June 19<sup>th</sup>, for Juneteenth.
- There will be a building assessment as part of FY24 Budget to address maintenance issues such as leaking roof, rusted gutters, and rotted windows sills.

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

- Ms. Swift Johnson informed the Board that Library Journal is hosting its annual director Summit again this year in Houston, Texas on Thursday, November 9 and Friday, November 10. The two-day workshop is free; however, the flight, hotel and rental car costs \$1,371.77.
- **Ms. Paikos-Hantzis made a motion to pay for Ms. Swift Johnson's trip for the Director Summit using State Aid funds. Ms. Sloan seconded the motion, all were in favor.**
- Ms. Swift Johnson stated that she would like to attend the Public Library Association (PLA) conference in Columbus, Ohio on April 3rd & 4<sup>th</sup> in 2024.
- Jackie Roussin is asking for volunteers in helping out with some of the programs, specifically Friday, June 23<sup>rd</sup> (summer reading kickoff) and Thursday, July 20<sup>th</sup> (teddy bear picnic) between 9:30am to 1:30pm to help with the setup and cleanup.
- Ms. Swift Johnson stated that 207 people visited the Library's tent on June 4<sup>th</sup> at the Tri-Town Pride Picnic, despite the rain.
- Ms. Swift Johnson encouraged the Board to represent the Library at the Town's Memorial Day celebration.
- Ms. Swift Johnson stated that the Kindergarten Library visits were a success, and she hopes the Library will participate again next year.
- The Library's summer hours begin July 1 (closed Mondays; close at 2:00PM on Fridays).
- During July and August, the Board will meet the second Tuesday of the month.

**I. NEXT MEETING:**

The next meeting of the Board of Trustees will be on Tuesday, July 11, 2023 at 7:00pm.

**J. ADJOURNMENT:**

**With no further business, Ms. Paikos-Hantzis made a motion to adjourn. Ms. Piccole seconded the motion, all were in favor.** The meeting adjourned at 9:19pm.

Respectfully Submitted by Stefanie McKanas, Recording Secretary