



**Minutes of the Meeting  
The Flint Public Library  
Board of Trustees  
Tuesday, August 8, 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; Annie Wilton, Friends of the Flint; Stefanie McKanas, Recording Secretary; Katherine Feodoroff, Town Counsel

**A. CALL TO ORDER:** Ms. Bambury called the Library Board of Trustees Meeting to order at 6:30pm.

**Ms. Paikos-Hantzis 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 on July 7, 2023 and then reconvene after the Executive Session meeting. Ms. Bennett seconded the motion, all were in favor. The Board entered Executive Session at 6:32pm.**

**B. EXECUTIVE SESSION:**

- **Ms. Paikos-Hantzis made a motion to leave Executive Session and return to open session. Ms. Bennett seconded the motion, all were in favor. Ms. Bambury, Chair, voted yes; Ms. Bennett, Vice Chair, voted yes; Ms. Paikos-Hantzis voted yes; and Ms. Piccole, voted yes.**
- **Ms. Paikos-Hantzis made a motion to approve the response as amended. Ms. Piccole seconded the motion, all were in favor. Ms. Bambury, Chair, voted yes; Ms. Bennett, Vice Chair, voted yes; Ms. Paikos-Hantzis voted yes; and Mr. Piccole, voted yes.**
- **The Board exited Executive Session at 6:58pm**

\* Due to the large crowd of patrons present, the meeting was moved to larger room in the Library; therefore, there was a brief delay. The meeting started at 7:15pm.

\* Ms. Bambury stated that due to Town Counsel not reviewing Policy # 44, it would be postponed until the next meeting. In addition, there would be no public comments at this meeting.

**C. SIGNING OF BILLS:**

Ms. Bambury confirmed bills were signed.

**D. APPROVAL OF MINUTES:**

**Ms. Paikos-Hantzis motioned to accept the minutes as amended from June 12, 2023. Ms. Bennett seconded the motion, all were in favor.**

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

- Ms. Wilton stated that the next Friends meeting will be on Wednesday, September 13, 2023.
- For FY 2023 (July '22- June '23), The Friends spent \$24,402 on Library programming and supplies.
- Ms. Wilton stated that with the help of the Library staff, they raised just under \$900 from the Texas Roadhouse fundraiser, raffles, and selling pins.
- Customized 2024 desktop calendars will be available to patrons as a gift after Thanksgiving

## F. TRUSTEES' REPORT:

**1. Review Policy #44: Workplace Civility and Respect Policy:** Postponed until the next meeting on September 11, 2023 in order for Town Counsel to review the policy.

**2. Performance Evaluation of Library Director- Goals:** Postponed until the next meeting on September 11, 2023

### **3. Review Policy #31 (Displays Policy) & #32 (Programming Policy):**

- Ms. Swift Johnson Stated that the Displays Policy, which is in alignment with Collection Development Policy #14, supports the Library staff if their displays are challenged.
- Attorney Feodoroff stated that it is important to create a policy that retains jurisdiction over the displays and it does not become a public forum.
- Ms. Sloan suggested adding a note at the end of the policy to address all concerns to the Library Director.
- Ms. Paikos-Hantzis stated that she believes this policy would be a violation of the First Amendment Right, freedom of speech.
- Ms. Paikos-Hantzis suggested adding some wording from these suggested policies into Collection Policy #14.
- **Ms. Sloan made a motion to table Policy #31 and #32 in order for Ms. Swift Johnson and Ms. Sloan to make edits for the Board to review at the next meeting. Ms. Bennett seconded the motion. All were in favor except Ms. Piccole who opposed the motion.**

**4.** Ms. Bambury allowed Ms. Piccole to voice her feelings about the Open Meeting Law complaint filed by Ms. Sloan regarding alleged collusion at the June 12, 2023 Board meeting.

## G. TREASURER'S REPORT:

- Fidelity Account: Ms. Bambury stated that there is \$124,930.16 in the Fidelity account. The Trustees' Checking account as of 7/31/23 is \$4,006.37 (funds were deducted for the \$1,000 Masconomet Scholarship). The total assets as of 7/31/2023 is \$128,936.53.
- Treasurer Position: The Board members were in agreement that Ms. Bambury should remain in control of the bank accounts. The Treasurer position will be put on hold until further notice. **Ms. Paikos-Hantzis made a motion to keep Ms. Bambury on the Library bank accounts. Ms. Piccole seconded the motion, all were in favor.**

## H. DIRECTOR'S REPORT:

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

- Circulation for YTD 2023 was 80,300 (+2,714 overall YTD in circulation from last year and the highest record year for circulation)

- Attendance for YTD 2023 was 42,366 (+3,062 overall YTD in attendance from last year)
- The July Circulation and Attendance reports will be presented at the next Board meeting due to the Town cyber incident and not being able to access the files.
- Budget: Ms. Swift Johnson stated that they stayed within budget for FY 2023. Ms. Swift Johnson is continuing to monitor the spending of building and staff needs for FY 2024.

## **2. Program Statistics:**

- Ms. Swift Johnson stated that the June and July programs were well attended.
- Ms. Piccole suggested reaching out to the Masconomet National Honor Society to see if the Library could get on the student volunteer list.
- Ms. Swift Johnson stated that the Tweens programs (ages 8-12) had a stronger attendance in the summer than during the school year. The staff is continuing to tailor the Tween programs based on extracurricular activities, school calendars, and the time and days of the week that seem to work out best.
- Ms. Sloan would like to see more effort being put into Tween programs with connection to library services.
- Felicia Gminski, the Teen Services Librarian, discussed upcoming Tween programs.

## **3. Staff, Volunteer, and Training Updates:**

- Ms. Swift Johnson stated that there are two Library staff resignations, a Page who will be staying until Friday, August 25<sup>th</sup>, and a part time Circulation Assistant, Jean, who will be staying until Thursday, August 17<sup>th</sup>. The circulation assistant job has been posted and Ms. Swift Johnson will begin the interview process. There is an applicant for the Custodian job that Ms. Swift Johnson will be interviewing on August 9<sup>th</sup>.
- There were no comments from the Board on July Training and Workshops.

## **4. Strategic Planning: Possibility of Working with a Consultant:** Ms. Swift Johnson asked the Board members to review the proposal before the next meeting.

## **5. Building Updates:**

- Ms. Swift Johnson stated that the upgrades/repairs to the Meeting Room's technology have been delayed due to the back order of materials. Installation will take place from September 11-15<sup>th</sup>.
- The Meeting Room air conditioner is not working (possibly weather related). A technician is scheduled to come out the week of August 13<sup>th</sup>.
- Ms. Swift Johnson stated that the public restrooms (children's restroom and hallway restroom) mixing valves and faucets were broken. They were replaced with touchless faucets.
- Ms. Swift Johnson stated that the Library elevator passed inspection.

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

- Collections: "Lucky Day" titles are now available for patrons to borrow for seven days.
- Ms. Swift Johnson stated that she is on the MVLC e-Card Committee working to get a statewide electronic card available for state residents. Ms. Swift Johnson hopes to have the registration program up on the Library's website by the end of September.

- Ms. Swift Johnson stated that Jackie Roussin is hosting Carnival Night on Wednesday, September 27th from 4-8pm. Volunteers are needed for the setup, program and cleanup.
- The cyber incident is an ongoing Town wide issue. The thirty-eight Library computers still need to be "cleaned" before being connected to the network. MVLC provided two loaned laptops, and hotspots were borrowed from local libraries to keep services open for patrons. Cell phones were used as a means of communication since Wifi was down, and staff have been sharing devices to avoid slowing down hotspots performance.
- The Library will resume regular hours on Tuesday, September 5<sup>th</sup> (Sunday 1-5pm, Monday – Thursday 10am-8pm, and Friday 10am-5pm).

**I. NEXT MEETING:**

The next meeting of the Board of Trustees will be on Monday, September 11, 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 8:47pm.

Respectfully Submitted by Stefanie McKanas, Recording Secretary