



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, September 11, 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

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

* 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 7:13pm.

* Ms. Sloan announced that she is recording the meeting on her own personal electronic device

B. SIGNING OF BILLS:

Ms. Bambury stated that the signing of the bills is postponed.

C. APPROVAL OF MINUTES:

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

D. 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 had a record high year for donations, due to new donors, donors who gave more, memorials, and company match donations. In addition, Ms. Wilton thanked the Library staff for promoting the Friends.
- The "Join Us" reminder postcard will be mailed in September to donors from the past three years.

E. TRUSTEES' REPORT:

1. Review Policy #44: Workplace Civility and Respect Policy:

- Ms. Bambury stated that Town Counsel suggested changing the title of the policy to read "Workplace Code of Conduct Policy".
- Ms. Paikos-Hantzis stated that she wanted to see more feedback from Town Counsel.
- Ms. Sloan requested to see Town Counsel comments since it is public record.

- Ms. Sloan stated she “will file a class action lawsuit against the Town of Middleton on behalf of the people in this room who deserve to be able to speak”. (Video reference, 39:09 min)
- Ms. Swift Johnson stated that this policy, which proposes a code of conduct for staff, the Board, and the Friends, is a helpful guide to working together as a team.
- Ms. Sloan stated she objects to this policy as it is a violation of freedom of speech.
- **Ms. Piccole motioned to approve Policy #44. Ms. Bennett seconded the motion. With a vote of 3-2 (Ms. Sloan & Ms. Paikos-Hantzis opposed), the motion carried.**

2. Review Policy #31 (Displays Policy)

- The Board reviewed the updated Policy with the edits suggested by Ms. Swift Johnson and Ms. Sloan. A request for reconsideration form has also been added to the Policy for people to voice their opinions. The Board agreed upon some slight changes to wording.
- **Ms. Paikos-Hantzis motioned to accept Policy #31, Displays Policy as amended. Ms. Piccole seconded the motion, all were in favor.**

3. Review Policy #32 (Program Policy):

- The Board reviewed and agreed upon the updated Policy with the edits suggested by Ms. Sloan. A request for reconsideration form has also been added to Policy # 32 for people to voice their opinions.
- **Ms. Paikos-Hantzis motioned to accept Policy #32, Program Policy as amended. Ms. Bennett seconded the motion, all were in favor.**

4. Review Request for Education Stipend:

- The Board reviewed Ms. Swift Johnson’s tuition reimbursement request for her 2023 Spring and Summer semesters (totaling \$9,210).
- **Ms. Sloan motioned to approve \$3,000 for Ms. Swift Johnson’s education stipend. Ms. Paikos-Hantzis seconded the motion. With a vote of 2-3 (Ms. Bambury, Ms. Piccole & Ms. Bennett opposed), the motion did not carry.**
- **Ms. Bambury motioned to approve \$5,000 for Ms. Swift Johnson’s education stipend. Ms. Bennett seconded the motion. With a vote of 3-2 (Ms. Sloan & Ms. Paikos-Hantzis opposed), the motion carried.**

5. Performance Evaluation of Library Director- Goals: Postponed until the next meeting on October 10, 2023

6. Review Email from Residents Regarding Public Comment at Meetings:

- Ms. Bambury read an email that was sent to the Board regarding public comments. The email was signed by sixty families.
- Ms. Bambury stated that she has been advised by the MBLC and Town Counsel to not have public comments as an item on the meeting agendas. She stated that Public Comment would remain off the agenda, but she would continue to accept public comments from individuals at her discretion.
- The Board members voiced their opinions on having public comments at meetings.
- No motion was made regarding this matter. Ms. Bambury stated that she will address those families’ concerns from the email.

7. Discuss Management of Trustees Email Address:

- Ms. Bambury stated that she is opposed to having the Trustees email.

- Ms. Bennett stated that she no longer wants to be the appointed Board member to respond to emails.
- Ms. Sloan provided a template of generic email responses for the Board to review.
- Ms. Swift Johnson stated that she is happy to manage the Trustees email. If the email falls under the Library Director's purview, Ms. Swift Johnson will answer any questions or concerns directly. If the email falls under the Trustees' purview, Ms. Swift Johnson, will email the patron to acknowledge the concerns and let the patron know that it will be reviewed with the Trustees at the next Board meeting.
- Ms. Swift Johnson will respond to the email, dated August 12, from a patron, Susan.
- **Ms. Paikos-Hantzis motioned to keep the Trustees email and appoint Ms. Swift Johnson to respond to the emails (still bcc'ing the Board). Ms. Bennett seconded the motion, all were in favor.**

F. TREASURER'S REPORT:

- Ms. Bambury stated that the checkbook balance has increased \$0.17 and the logs from the Fidelity account is down \$2,041.33 from last month.
- The total assets as of 8/31/2023 is \$126,895.47.

G. DIRECTOR'S REPORT:

1. Presentation of Circulation and Budget Reports:

- Circulation for July FY24 was 8,235 (+722 overall YTD in circulation from last year and the highest record year for circulation)
- Attendance for July FY24 was 3,896 (+646 overall YTD in attendance from last year)
- Circulation for August FY24 was 8,246 (+1,328 overall YTD in circulation from last year and the highest record year for circulation)
- Attendance for August FY24 was 4,033 (+816 overall YTD in attendance from last year)
- Ms. Bambury presented packets, which were created by Jackie Roussin (Children's Programming Librarian) and Felicia Gminski (Teen Services Librarian), to illustrate how they assess the Library's programs, specifically tweens and teen programs. Each Board member received a packet to review and discuss at the next meeting.
- Budget: Ms. Swift Johnson stated that the Budget report is postponed until next meeting since there is no access to the financial software. August and September Budget Reports will be presented at the October 10th meeting.

2. Program Statistic, Including Summer Reading Program Final Numbers:

- Ms. Swift Johnson stated 193 children registered for summer reading as well as 33 teens and 44 adults. Due to the number of patrons that registered, the staff may run a winter reading program.

3. Staff, Volunteer, and Training Updates:

- Ms. Swift Johnson stated that seven candidates were interviewed for the Circulation Assistant job, extending a verbal job offer to two of them (one has accepted and one candidate has declined).
- Ms. Swift Johnson stated that she is working on revising the Circulation Librarian job description in order to post it as soon as possible.
- Ms. Swift Johnson stated that the applicant for the Custodian part-time job has accepted the position and is waiting for clearance in order to start soon.

- There were no staff training or workshops in August. However, Jackie Bresnahan has started up the MIAA trainings again. Two trainings are being held at the Library this month.

4. Strategic Planning: Possibility of Working with a Consultant:

- Ms. Swift Johnson stated she reached out to other libraries to get the names of recommended consultants.
- Ms. Swift Johnson asked the Board members to review the consultants to discuss at the next meeting.
- Ms. Swift Johnson wants to work with the Board to choose the consultant. Once the consultant has been chosen for the Strategic Process by the Board, she will then provide more input.

5. Building Updates:

- Ms. Swift Johnson stated that the upgrades/repairs to the Meeting Room's technology will take place from September 11-15th.
- The Meeting Room air conditioner is still not working; the issue is yet to be determined.

6. Library Programs and Services:

- Ms. Swift Johnson stated that the Library will not be hosting a "Drag Queen Story Time" program, despite some rumors.
- Ms. Swift Johnson stated that the Library, with the exception of the children's room and teen area, has internet access and printing capabilities. Because the Library still doesn't have access to the financial software, Town Hall has been entering the bills into the system.
- Ms. Swift Johnson stated that they are having issues with new updates on the computers to have a more secure network.
- Ms. Swift Johnson stated that once a capital plan is put in place, technology should be replaced in rotation every five years,
- Ms. Swift Johnson showed the Board a sample of the new Library Card, which has updated artwork designed by Felicia Gminski.
- Ms. Swift Johnson stated that Paula Fee donated the American Flag that was at her father's funeral services to the Library for the Town's flagpole. The Board suggested sending a thank you card to Ms. Fee.
- Ms. Swift Johnson stated that they have been working with several charitable organizations, including More Than Words and Discover Books. These organizations are repurposing the Library's discarded books.
- The Library will be closed on Sunday, October 8th and Monday, October 9th in observance of Columbus Day and Indigenous Peoples Day.

H. NEXT MEETING:

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

I. 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 9:28pm.

Respectfully Submitted by Stefanie McKanas, Recording Secretary