



**Minutes of the Meeting
The Flint Public Library
Board of Trustees
Monday, December 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; Justin Sultzbach, Town Administrator; Annie Wilton, Friends of the Flint; and Stefanie McKanas, Recording Secretary

A. CALL TO ORDER: Ms. Bambury called the Library Board of Trustees Meeting to order at 7:01pm.

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

B. EXECUTIVE SESSION: To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member, or individual per M.G.L. c. 30A sec 21(a)(1) and return to open session.

- The Board entered Executive Session at 7:02pm.
- The Board exited Executive Session at 8:21pm and returned to regular session at 8:26pm.

C. SIGNING OF BILLS:

Ms. Bambury confirmed the bills were signed.

D. APPROVAL OF MINUTES:

- **Ms. Piccole motioned to accept the minutes as amended from November 13, 2023. Ms. Paikos-Hantzis seconded the motion, all were in favor.**

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

- Ms. Wilton stated that the annual campaign has raised \$4,794.08 (\$3,000 was given from the Curvey Foundation for children's programming).
- Neighbors in Need: The Curvey Foundation gave \$1,000 for Neighbors in Need. Ms. Wilton stated that several people have already received donations and the rest of the donations will be distributed by the end of next week.
- Ms. Wilton stated that the "Join Us" reminder postcards have raised \$1,160 (\$555 in November and \$605 in December).
- Ms. Wilton stated that the Friend's desktop calendars are now available at the circulation desk.
- Ms. Wilton and Ms. Swift Johnson will be meeting with the Select Board on December 19th to accept the funds from the Turkey Trot.

F. TRUSTEES' REPORT:

1. Review Policy #9: Rules of Conduct Policy

- **Ms. Paikos-Hantzis motioned to accept Policy # 9, Code of Conduct Policy as edited. Ms. Piccole seconded the motion, all were in favor.**

2. Performance Evaluation of Library Director: Goals

- Mr. Sultzbach provided Ms. Swift Johnson's goal progress update on behalf of Jackie Bresnahan. Ms. Bambury suggested the possibility that this topic be put back on the January agenda in order for Board Members to evaluate the goals. Ms. Sloan requested to see the comment portion of the Director's evaluation. Ms. Paikos-Hantzis questioned the timing of the Director's next review. Mr. Sultzbach stated he would look into those questions. Ms. Swift Johnson asked the Board for clarification on what is meant by "municipality wide" trainings on Goal #3.
- 3. May 13, 2023 Email from Resident to Trustees: Ms. Bambury stated that this topic would not be discussed at the meeting.**

G. TREASURER'S REPORT: Request for R. Malone Funds for Library Reference Materials

- Ms. Bambury stated that for the month of November, there was a gain of \$ 7,300. The current balance of the Fidelity account is \$127,950.67.
- **Ms. Paikos-Hantzis motioned to allow the use R. Malone Funds, totaling \$41.78, for library reference materials. Ms. Sloan seconded the motion, all were in favor.**

H. DIRECTOR'S REPORT:

1. Presentation of Circulation and Budget Reports:

- Circulation for November FY24 was 6,558 (+1,767 overall YTD in circulation from last year)
- Attendance for November FY24 was 4,648 (+3,049 overall YTD in attendance from last year)
- Budget: Ms. Swift Johnson reviewed the Budget report. The State Aid deposit of \$10,944.42 was mailed out and is expected to be deposited by next month.

2. Program Statistics:

- Ms. Swift Johnson stated that there were forty-three programs last month with a total of 713 attendees.
- Ms. Sloan questioned Teen attendance and wanted to know what happens when there is no program attendance. Ms. Swift Johnson stated that November and December are difficult months with getting kids, specifically teens, into the Library due to the holidays.

3. Staffing and Training Updates:

- Ms. Swift Johnson stated that a new Circulation Assistant will be starting later in the month.
- Ms. Swift Johnson stated that there are two candidates for the Page position that have accepted the job offers.
- Ms. Swift Johnson will be taking the week of Christmas off; however, she will work on getting the new hires set up and ready to train with Library staff.
- Ms. Swift Johnson stated that she was awarded the \$2,500 scholarship through MLS to attend the PLA conference in April 2024.

4. Building Updates:

- Ms. Swift Johnson stated that there will be a mandatory CPR and Narcan Training for Library staff on January 5th from 9-11am. The Library will open at 11am after the training.
- Ms. Swift Johnson stated the electrician is still working on fixing the entry lights with a more permanent solution.
- Ms. Swift Johnson stated that the Technology Room has been properly programmed and all public computers are in working order.
- Ms. Swift Johnson stated that in order to edit the outside electronic sign, the software still needs to be downloaded to the computer. The software should be added by next month.

5. Library Programs and Services:

- Ms. Swift Johnson stated that the Library participated in the Town's Winter Festival.
- Ms. Swift Johnson stated that the Tarr's Toy Drive on December 5th was a great event to have at the Library and it was well attended.
- Ms. Swift Johnson stated the Library has a wish tree where patrons are invited to write their 2024 Library wishes on a star. Any Library feedback that are on the stars will be presented as part of the Strategic Plan.
- The Library will be closed on Sunday, December 24th, Monday, December 25th, Sunday, December 31st and Monday, January 1st in observance of Christmas and New Year's.
- Ms. Swift Johnson asked the Board to review the 2024 Library calendar. Ms. Sloan handed out a list of Federal holidays to all Board members. She questioned the number of holidays the Library is proposing to be closed and suggested to keep the Library open on the following Sundays: January 14, February 18, April 14, October 13, and November 10. Ms. Sloan also suggested to keep the Library open on Mother's Day, Sunday, May 12th and Father's Day, Sunday, June 16th. Ms. Swift Johnson stated that Sunday shifts are difficult to cover and having those proposed Sundays open would change the budget for both staffing and utilities. Ms. Bennett suggested doing a survey as part of strategic plan to see what patrons would prefer for hours of operation.
- **Ms. Piccole motioned to accept the 2024 Library calendar and as part of the strategic plan, the Board will review any future holiday closings. Ms. Bennett seconded the motion. All were in favor, except Ms. Sloan, who opposed the motion.**

6. Career Coaching: Possibility of Working with a Coach:

- Ms. Swift Johnson stated that she sent the Board members Mr. Butzel's website and resume for review.
- Ms. Paikos-Hantzis suggested to hold off on working with a career coach, due to the cost.
- Ms. Sloan felt that the career coach would focus on personal skills, which she suggested may be paid for through Ms. Swift Johnson's health insurance.
- Ms. Piccole questioned if there were other funds from the Town that would be available to pay for this service.
- Ms. Bennett suggested postponing the career coaching decision until Spring once the Strategic Plan is underway. The Board Members were in agreement.

7. Strategic Planning: Formation of a Strategic Planning Committee:

- Ms. Swift Johnson provided the Board Members with a formalized Strategic Plan agreement. The proposed Strategic Plan deadline is October 2024.
- Ms. Swift Johnson is proposing that the Strategic Planning Committee consist of five members: Ms. Swift Johnson, Ms. Deschene-Warren, Ms. Bambury, Ms. Sloan, and Ms. Wilton.

- The first Strategic Planning Committee meeting is scheduled for December 15th at 10:30am.
- **Ms. Paikos-Hantzis made a motion to accept Board Members, Ms. Bambury and Ms. Sloan, as part of the Strategic Planning Committee. Ms. Piccole seconded the motion, all were in favor.**

I. NEXT MEETING:

- The Board Members agreed to submit three points for the mission statement by January 5th to Ms. Bambury, who will compile all of the Member's ideas into a document to review at the next meeting.
- The next meeting of the Board of Trustees will be on Monday, January 8, 2024 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 9:42pm.

Respectfully Submitted by Stefanie McKanas, Recording Secretary