



**Minutes of the Meeting
Flint Public Library
Board of Trustees
Monday, January 8, 2024**

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 (on Zoom)

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

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

B. SIGNING OF BILLS:

Ms. Bambury confirmed the bills were signed.

C. APPROVAL OF MINUTES:

Executive Session Minutes from December 11, 2023:

- There was a discussion about changing the word “actions” to “perceived actions” as requested by Ms. Bennett.
- **Ms. Paikos-Hantzis motioned to not change the wording. Ms. Paikos-Hantzis and Ms. Sloan were in favor. Ms. Bennett and Ms. Bambury opposed the motion. Ms. Piccole abstained from voting.**

Open Session Minutes from December 11, 2023:

- **Ms. Sloan motioned to approve the Open Session Minutes from December 11, 2023 as presented. Ms. Paikos-Hantzis seconded the motion, all were in favor.**

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

- Ms. Wilton stated that the annual campaign (July –Dec 2023) has raised \$9,060.37 (\$3,000 was given from the Curvey Foundation for children’s programming and \$3,000 from the Turkey Trot). A patron also donated \$1,000 with a company match of \$1,000.
- Ms. Wilton stated that the annual campaign forms that were mailed out with the Census are off to a great start (24 forms already returned).
- Ms. Wilton is working with the Library staff on a fundraiser idea and a “neighbor to neighbor packet” providing information about the Library to someone who moves into the neighborhood.
- Ms. Wilton is working with the Garden Club to decorated the front entrance of Library to set up a “Town selfie site” for the holiday season next year. Ms. Sloan suggested decorating that space for other holidays throughout the year and having a donation box available for patrons.

E. TRUSTEES' REPORT:

1. Review Policy #9: Code 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. Review Policy #44: Workplace Code of Conduct Policy:

- Ms. Sloan requested to rescind Policy #44, take it off the Library's website and add any items related to behavior to Policy #9.
 - Ms. Swift Johnson stated that Policy #44 was meant to be a team unifying document for employees, the Friends, and the Board. She would prefer that the Policy be edited in certain areas and add the mission statement of the Library the Friends, and the Board rather than rescind the document entirely.
 - Ms. Sloan stated that if Policy #44 is rescinded, she will have no cause to pursue with the ACLU the filing of a lawsuit against the Town because there would be no violation of freedom of speech.
 - Mr. Sultzbach offered a recommended motion.
 - **Ms. Paikos-Hantzis motioned, as stated by Mr. Sultzbach, to rescind Policy #44, and review and agree upon a mission statement and amended Policy #44, to be brought forward at a future meeting. Ms. Sloan seconded the motion, all were in favor.**
 - Ms. Sloan drafted a mission statement consisting of the thirteen points submitted from the Board members and the Massachusetts Board of Library Commissioners Trustees Handbook. Ms. Bambury stated that she needed more time to evaluate the mission statement.
 - **Ms. Bennett motioned to table the mission statement until the next meeting. Ms. Paikos-Hantzis seconded the motion, all were in favor.**
- ### **3. Performance Evaluation of Library Director: Goals**
- **Ms. Paikos-Hantzis motioned to accept the additional comments and goal settings prepared by Ms. Bresnahan. Ms. Piccole seconded the motion, all were in favor except Ms. Sloan, who abstained from voting.**
- ### **4. Discuss Possibility of Reinstating Annual Trustee and Staff Breakfast:**
- Ms. Bambury stated that all Board members should make an effort to be in attendance for this event. There will be approximately 20 people in attendance between the Library staff and the Board members.
 - The Board set a tentative date of June 28th for the Staff Breakfast.

F. TREASURER'S REPORT:

- Ms. Bambury stated that for the month of December, there was a gain of \$5,000. The current balance of the Fidelity account is \$133,053.28.

G. DIRECTOR'S REPORT:

1. Presentation of Circulation and Budget Reports:

- Circulation for December FY24 was 6,383 (+2,173 overall YTD in circulation from last year)
- Attendance for December FY24 was 3,516 (+3,352 overall YTD in attendance from last year)
- Budget: Ms. Swift Johnson stated that the December state aid payment of \$1,650 was for the first half of Mr. Pronevitz's consulting services for the strategic planning process.
- The State Aid deposit of \$10,944.42 has not yet been deposited into the Library's account.

- FY25 Budget Proposal: The Board reviewed the proposed operating budget and voiced no changes. Ms. Swift Johnson stated that February 3rd is the Town Budget Summit meeting.

2. Program Statistics:

- Ms. Swift Johnson stated that having 33 programs with 564 attendees are great numbers for December.
- Ms. Swift Johnson stated that the Taylor Swift program got canceled because December was not the best month to get the most patrons for that particular program. It may be rescheduled.

3. Staffing and Training Updates:

- Ms. Swift Johnson stated that the new Circulation Assistant, Terry, started at the end of December. In addition, two new hires for the Page position, Bella and Izzy, started last week.
- There were no questions from the Board regarding staff training workshops.

4. Building Updates:

- Ms. Swift Johnson thanked the Garden Club for decorating the Library during the holiday season.

5. Library Programs and Services:

- Ms. Swift Johnson stated that she and Ms. Gminski partnered with the Boston Public Library to establish an outreach program at the Department of Youth Services in Middleton. They will meet once a month to bring books (books available through a dedicated collection at BPL) to the students. There are six classes with 6-8 students in each class. Ms. Swift Johnson stated that the small Library at DYS will be utilized to meet with the students and distribute the books.
- Ms. Piccole suggested possibly donating books from the Flint's collection to the DYS Library. Ms. Swift Johnson will look into this idea.
- The Library will be closed on Sunday, January 14th, and Monday, January 15th in observance of Martin Luther King Jr. Day.

6. Updates on Strategic Planning:

- Ms. Swift Johnson stated that the first Community Focus Group meeting will be held on Friday, January 19th at 6pm. The meeting will take place when the Library is closed. Mr. Pronevitz and Ms. Swift Johnson will take the group's feedback and begin drafting the community survey to share with the Planning Committee. Once the Planning Committee edits the survey, the updated version will be presented to the Board at the following meeting.
- Ms. Swift Johnson stated that Mr. Pronevitz, the Strategic Planning Consultant, will be in attendance at the February Board meeting.

H. NEXT MEETING:

- The next meeting of the Board of Trustees will be on Monday, February 12, 2024 at 7:00pm.

I. ADJOURNMENT:

With no further business, Ms. Paikos-Hantzis made a motion to adjourn. Ms. Bennett seconded the motion, all were in favor. The meeting adjourned at 8:42pm.

Respectfully Submitted by Stefanie McKanas, Recording Secretary