



**Minutes of the Meeting  
Flint Public Library  
Board of Trustees  
Monday, February 12, 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, Kyle Smith, Library Patron

**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. STRATEGIC PLANNING CONSULTANT: Greg Pronevitz, SOAR Exercise with Board**

- Mr. Pronevitz performed a SOAR analysis (strengths, opportunities, aspirations and results) with the Board. Board members and all others in the room gave their opinions on each of these aspects. Increasing Library programming and staffing, more community engagement, additional funding, and building/technology updates were topics of discussion.

**D. APPROVAL OF MINUTES:**

**Minutes from January 8, 2024:**

- **Ms. Paikos-Hantzis motioned to accept the January 8<sup>th</sup> minutes as amended. Ms. Sloan seconded the motion, all were in favor.**

**Minutes from January 22, 2024:**

- **Ms. Paikos-Hantzis motioned to accept the January 22<sup>nd</sup> minutes as presented. Ms. Sloan seconded the motion, all were in favor.**

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

- Ms. Wilton stated that the annual campaign forms, since being mailed out at the end of January, have raised \$7,605. The total annual campaign funds raised to-date are \$16,840.64.
- Ms. Wilton stated that the Friends decided on offering an insulated lunch bag (either tan or lime green) as a gift option for anyone who donates \$50 or more.
- February is “Love Your Library” month. Each staff member will receive \$25 and a thank you note from the Friends.
- Ms. Wilton stated that the Candy Guessing Game is active for the month of February.

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

### **1. Staff Breakfast: Date TBD**

- The Board agreed to postpone this discussion until the next meeting after Ms. Swift Johnson reviews possible dates with the Staff.

### **2. Masconomet Scholarship:**

- Ms. Bambury suggested updating the contact information of the scholarship form to have the Library's email and main phone number.
- The Board was in agreement to keep the scholarship at \$1,000 to a Middleton resident.
- Ms. Swift Johnson suggested awarding a scholarship to an Essex Tech student, who resides in Middleton. The Board was in favor of this suggestion and asked Ms. Swift Johnson to contact the school for more information.
- **Ms. Paikos-Hantzis motioned to edit the scholarship form to change the Treasurer/Board of Trustees contact information, address and phone information and to approve the \$1,000 scholarship. Ms. Piccole seconded the motion, all were in favor.**

### **3. Mission Statement for Board of Trustees:**

- Ms. Wilton stated that she would like to review the draft of the Trustees' Mission Statement as related to the Friend's Mission Statement with the Friends Group before the Board approves it.
- The Board agreed to postpone the approval of the Mission Statement until the next meeting.

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

- Ms. Bambury stated that for the month of January, there was a gain of \$777.53. The current balance of the Fidelity account is \$133,830.99.

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

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

- Circulation for January FY24 was 6,196 (+2,438 overall YTD in circulation from last year)
- Attendance for January FY24 was 3,798 (+3,842 overall YTD in attendance from last year)
- Budget: Ms. Swift Johnson stated that the State Aid payment of \$10,944.42 was deposited on 1/24/24 into the Library's account.

### **Review of Library's FY25 Capital Budget Requests:**

- Ms. Swift Johnson discussed the three gutter/roofing proposals with the Board. Ms. Swift Johnson prefers JB Kidney & CO. Inc due to the contractor's experience in fabricating detailed copper gutters.
- Mr. Sultzbach stated that the Board is just voting on exclusively setting aside the funds to bring it forward to the Select Board at the Town Budget Meeting.
- **Ms. Paikos-Hantzis motioned, as stated by Ms. Swift Johnson, to request up to \$50,000 in funds from the Town and if the cost is over that amount, state aid would be used to cover the rest of the cost of the roof. Ms. Bennett seconded the motion, all were in favor.**
- The Board reviewed the quote provided by Inno4 to replace ten staff computers and eight new monitors. The cost with installation would be \$10,377. Ms. Swift Johnson will also present this request to the Select Board at the Town Budget Meeting.

- **Ms. Sloan motioned to approve the \$10,377 capital request to replace ten staff computers and eight new monitors. Ms. Paikos-Hantzis seconded the motion, all were in favor.**

**2. Program Statistics:**

- There were no questions from the Board regarding Program Statistics. Ms. Swift Johnson stated that January's programs had a total of 620 attendees.

**3. Staffing and Training Updates:**

- There were no questions from the Board regarding staff training workshops.

**4. Building Updates:**

- The Library will be closed on Tuesday, February 13th due to the snow storm.
- The Library will be closed on Sunday, February 18th, and Monday, February 19th in observance of President's Day.

**5. Library Programs and Services:**

- Ms. Swift Johnson stated that Ms. Roussin will host a Pop-Up Story Time at McDonalds on Friday, March 8<sup>th</sup> from 12:00-12:30pm.
- The MVLC mobile app is available again to Apple and Android users.

**6. Updates on Strategic Planning:**

- Ms. Swift Johnson presented the latest version of the community survey for the Board's review. The survey will go live next week. Residents will have the option of filling out the survey online or submitting a hard copy. Ms. Sloan suggested putting a poster with the survey's QR code in local businesses. The surveys must be submitted by March 22<sup>nd</sup>. Mr. Pronevitz and Ms. Swift Johnson will then compile the results; Mr. Pronevitz will draft his assessment of all the collected data.

**I. NEXT MEETING:**

- The next meeting of the Board of Trustees will be on Monday, March 11, 2024 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 9:10pm.

Respectfully Submitted by Stefanie McKanas, Recording Secretary