



**Minutes of the Meeting
Flint Public Library
Board of Trustees
Monday, March 11, 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 (on Zoom); and Susan Piccole

Others Present: Loretta Swift Johnson, Library Director; Justin Sultzbach, Town Administrator; Annie Wilton, Friends of the Flint; and Stefanie McKanas (on Zoom), Recording Secretary, Kyle Smith, Library Patron

A. CALL TO ORDER: Ms. Bambury called the Library Board of Trustees Meeting to order at 7:02pm.

B. SIGNING OF BILLS:

Ms. Bambury confirmed the bills were signed.

C. APPROVAL OF MINUTES:

Minutes from February 12, 2024:

- **Ms. Paikos-Hantzis motioned to approve the minutes from February 12, 2024 as amended. Ms. Piccole seconded the motion. Ms. Bambury, Chair, voted yes; Ms. Bennett, Vice Chair, abstained from voting; Ms. Paikos-Hantzis voted yes; Ms. Sloan voted yes; and Ms. Piccole, voted yes.**

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

- Ms. Wilton stated that the total annual campaign funds raised as of 2/29/24 are \$18,240.64
- Ms. Wilton stated that for Earth Day the Friends ordered seed bookmarks. The bookmarks can be planted and herbs will grow.
- Ms. Wilton stated that she presented the draft of Policy #44 to the Friends, who voted not to have their mission statement in this Policy.

E. TRUSTEES' REPORT:

1. Staff Breakfast: Date TBD

- Ms. Swift Johnson stated that the staff breakfast will take place in the Fall or Spring of next year. She will review possible dates with the Staff and give a proposed date at the next meeting.

2. Essex North Shore Tech Scholarship: Updates and Amount

- The Board agreed to award \$1,000 scholarship to an Essex Tech student, who resides in Middleton. The Board was in agreement that the scholarship should be called an award to avoid any restrictions. It will be named "The Flint Public Library Trustees Award".
- **Ms. Bambury motioned to approve the \$1,000 award to a senior Essex Tech student, who is a Middleton resident. Ms. Paikos-Hantzis seconded the motion. Ms. Bambury,**

Chair, voted yes; Ms. Bennett, Vice Chair, voted yes; Ms. Paikos-Hantzis voted yes; Ms. Sloan voted yes; and Ms. Piccole, voted yes.

3. Mission Statement for Board of Trustees:

- Ms. Wilton stated that the Friends Group does not want their mission statement on this document.
- The Board was in agreement to remove the Library's Mission Statement, which is Policy #3 on the Library's website, from the Board's Mission statement.
- **Since this is not considered a policy, the Board was in agreement to rename Policy #44 to "The Flint Public Library Board of Trustees Mission Statement".**
- **Ms. Paikos-Hantzis motioned to accept The Flint Public Library Board of Trustees Mission Statement as amended. Ms. Bennett seconded the motion. Ms. Bambury, Chair, voted yes; Ms. Bennett, Vice Chair, voted yes; Ms. Paikos-Hantzis voted yes; Ms. Sloan voted yes; and Ms. Piccole, voted yes.**

4. Review Policy #32: Library Program Policy

- The Board reviewed the edits to Policy #32.
- Ms. Swift Johnson stated that frequent "no shows" are occurring in programs of different age groups where registrations are required. These "no shows" are affecting the programs wait list.
- After two no shows, Ms. Swift Johnson would like to speak to the patron by phone or email.
- The Board was in agreement that the following sentence be added into Policy #32: "Repeated disregard of this protocol may result in a temporary hold from online registration, based on review by the Library Director".
- The Board also was in agreement to change the word "attendees" to "patrons".
- **Ms. Paikos-Hantzis motioned to accept the edits of Policy #32. Ms. Piccole seconded the motion. Ms. Bambury, Chair, voted yes; Ms. Bennett, Vice Chair, voted yes; Ms. Paikos-Hantzis voted yes; Ms. Sloan voted yes; and Ms. Piccole, voted yes.**

5. Review Education Stipend Applications:

- Ms. Roussin is working towards a MLIS degree and requested an education stipend (one class, 3 credits) of \$2,155.65.
- Ms. Swift Johnson stated that if you take one class, you did not qualify for financial aid. Ms. Sloan suggested that it would be beneficial, when possible, for Staff to take 6 credits to qualify for financial aid.
- Ms. Swift Johnson had her final class in December and requested an education stipend of \$4,165.
- **Ms. Piccole motioned to accept the educational stipends totaling \$6,320.65 for both Ms. Roussin and Ms. Swift Johnson. Ms. Bennett seconded the motion. Ms. Bambury, Chair, voted yes; Ms. Bennett, Vice Chair, voted yes; Ms. Paikos-Hantzis voted yes; Ms. Sloan voted yes; and Ms. Piccole, voted yes.**

F. TREASURER'S REPORT:

- Ms. Bambury stated that for the month of January, there was a gain of \$2,355. The current balance of the Fidelity account is \$136,135.35.

G. DIRECTOR'S REPORT:

1. Presentation of Circulation and Budget Reports:

- Circulation for February FY24 was 6,081 (+2,271 overall YTD in circulation from last year)
- Attendance for February FY24 was 4,056 (+4,773 overall YTD in attendance from last year)
- Budget: There were no questions from the Board on the Budget report.

FY25 Budget Updates:

- Ms. Swift Johnson discussed March 2nd Town Budget Meeting updates.
- Ms. Swift Johnson stated that the IT request was moved into the Town's IT budget and the roofing capital request was approved for community preservation funds.
- Ms. Swift Johnson stated that two part-time positions were approved for consideration of the Town's override.
- Ms. Swift Johnson stated that \$30,000 has been earmarked to perform a building assessment for a capital plan.
- Mr. Sultzbach reached out to the contractor that he is familiar with, Building Conservation Associates (BCA), for a building assessment proposal. The proposal was shared with the Board. Mr. Sultzbach stated that this contractor's focus is on historical structures with efforts to retain the building's character. The building assessment will not only propose what the building needs but also will provide cost estimation.
- Ms. Swift Johnson stated that the Select Board and financial committee approved up to \$15,000 of CPA funds that could be used for the assessment.

2. Program Statistics:

- There were no questions from the Board regarding Program Statistics.
- Ms. Swift Johnson stated that February's programs had a total of 823 engagements (647 attendees, 174 passive participants).

3. Building Updates:

- Ms. Swift Johnson stated that the parking lot hydrants had the lines flushed out on March 9th. The Library hours of operations were not affected.
- Ms. Swift Johnson stated that the Library is having email issues (Microsoft IP security issue). Library staff emails are being blocked and are getting "bounced back" 24 hours after they are being sent out. Microsoft is working with a third party on fixing the issue; however, there is no timeframe on when the issue will be fixed.

4. Staffing and Training Updates:

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

5. Library Staff, Programs and Services Updates:

- Ms. Swift Johnson stated that Carl Close Program was a recorded program and an online link to the program will be added to the Library's website for public access. There is a display in the Library's mezzanine of Mr. Close's tools and his works including a steam engine during the month of March.
- Ms. Swift Johnson will be attending the Public Library Association (PLA) conference in Ohio from April 2-5th.

- Ms. Swift Johnson stated that the Flint Librarians are working to unionize. Mr. Sultzbach stated that it will be reviewed at the Select Board meetings. Any updates will be reported back to Ms. Swift Johnson. Mr. Sultzbach requested that the Board refrain from any discussions with the Library staff as they go through the unionization process.

6. Strategic Planning Process Updates:

- Ms. Swift Johnson stated that the surveys are up on the website and hard copies are available at the Library.
- Ms. Swift Johnson stated that a little over 140 surveys are submitted to date. Mr. Pronevitz expects to receive around 200 surveys. The survey period ends March 22nd.
- Several Board members had a concern for duplicate surveys since there is no validation.
- Ms. Paikos-Hantzis suggested adding the survey on the Town's website for more visibility. Ms. Swift Johnson will contact Ms. Bresnahan to see if it can be added to the Town's homepage.
- Once the surveys are completed, Ms. Swift Johnson will then compile the results. Mr. Pronevitz will then draft his assessment of all the collected data to form a strategic plan. Ms. Swift Johnson hopes to complete the strategic plan by the end of summer.

H. NEXT MEETING:

- The next meeting of the Board of Trustees will be on Monday, April 8, 2024 at 7:00pm.

J. ADJOURNMENT:

With no further business, Ms. Paikos-Hantzis made a motion to adjourn. Ms. Piccole seconded the motion. Ms. Bambury, Chair, voted yes; Ms. Bennett, Vice Chair, voted yes; Ms. Paikos-Hantzis voted yes; Ms. Sloan voted yes; and Ms. Piccole, voted yes. The meeting adjourned at 8:38pm.

Respectfully Submitted by Stefanie McKanas, Recording Secretary