



**Minutes of the Meeting
Flint Public Library
Board of Trustees
Monday, June 10, 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: Erin Bennett, Vice Chair/Secretary; Maria Paikos-Hantzis; Allison Sloan; Susan Piccole, and Mark Moreschi.

Others Present In-person: Loretta Swift Johnson, Library Director; Justin Sultzbach, Town Administrator; Jackie Bresnahan, Assistant Town Administrator/HR Director, Annie Wilton, Friends of the Flint; Stefanie McKanas, Recording Secretary, Ilene Twiss, Town Clerk and Trevor Currier, Library Patron.

A. CALL TO ORDER: Ms. Bennett 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.

* Ms. Sloan excused herself from the meeting at 7:11pm.

* Ms. Paikos-Hantzis excused herself from the meeting at 7:38pm.

B. ELECTION OF OFFICERS FOR REORGANIZATION OF THE BOARD

CHAIR NOMINATION:

- Ms. Sloan nominated Ms. Paikos-Hantzis for the Board of Trustees Chair. Ms. Paikos-Hantzis seconded the nomination.
- Mr. Moreschi nominated himself for the Board of Trustees Chair. Ms. Piccole seconded the nomination.
- **VOTE- Ms. Paikos-Hantzis for the Board of Trustees Chair: Ms. Sloan voted yes; Ms. Paikos-Hantzis voted yes; Mr. Moreschi, voted no; Ms. Bennett voted no; and Ms. Piccole voted no. Vote of 3 (no) - 2 (yes)**
- **VOTE-Mr. Moreschi, for the Board of Trustees Chair: Mr. Moreschi, voted yes; Ms. Paikos-Hantzis voted no; Ms. Bennett voted yes; Ms. Sloan voted no, and Ms. Piccole voted yes. With a vote of 3 (yes) -2 (no), Mr. Moreschi, is elected the Board of Trustees Chair.**

CO-CHAIR/SECRETARY NOMINATION:

- Ms. Bennett nominated Ms. Piccole for the Board of Trustees Co-Chair/Secretary. Mr. Moreschi seconded the nomination.
- **VOTE- Ms. Piccole for the Board of Trustees Co-Chair/Secretary: Ms. Sloan voted no; Ms. Paikos-Hantzis voted no; Mr. Moreschi, voted yes; Ms. Bennett voted yes; and Ms. Piccole voted yes. With a vote of 3 (yes) -2 (no), Ms. Piccole is elected the Board of Trustees Co-Chair/Secretary.**

TREASURER NOMINATION:

- Mr. Moreschi asked Ms. Paikos-Hantzis if she would be interested in this position. Ms. Paikos-Hantzis stated she would not be interested in this position.
- Ms. Bennett tabled this nomination to the next Board meeting.

***Mr. Moreschi chaired the meeting as the new elected Library Board of Trustees Chair.**

C. SIGNING OF BILLS:

Mr. Moreschi confirmed the bills were signed.

D. APPROVAL OF MINUTES:

Minutes from May 13, 2024:

- **Ms. Piccole motioned to accept the minutes from May 13, 2024 as amended. Ms. Bennett seconded the motion, all were in favor.**

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

- Ms. Wilton stated that the total annual campaign funds at the end of May were at \$19,955.64. There are new deposits in June which will bring the annual campaign close to +/- \$22,000.
- Ms. Wilton stated that the Friends do not meet in the summer.
- Ms. Wilton stated that the Friends electronically filed their tax returns as a non-profit for FY23.
- The Friends stated that the pop-up book sale on May 17th from 10:30am-12:30pm generated \$137 (all books were \$1, including children's books). The Friends may plan to do pop-up books sales quarterly.
- Ms. Wilton stated that the basket fundraiser is currently underway.
- Ms. Wilton stated that the Friends will not be using any more Fidelity building account funds. This year the Friends purchased a custom logo entrance rug, staff refrigerator, and landscaping which cost \$3,250. The Friends hope to transition the cost of Spring and Fall clean ups to the Library's budget.
- Ms. Wilton stated that the pop-up story time at McDonalds generated \$487.

F. TRUSTEES' REPORT:

1. Review Policy #4: Bylaws

- The Board reviewed the edits as presented.
- **Ms. Piccole motioned to strike line #3 in Article 6. Mr. Moreschi, seconded the motion, all were in favor.**
- Ms. Swift Johnson will send out the updated changes on June 11th to the Board members and a vote to approve the amended version will be taken at the next meeting.

2. Performance Evaluation of Library Director

- Ms. Bresnahan stated that the draft composite is the only public document that comes out of this process as a public body. It provides critical feedback to help the employee and workers better understand each other to reduce any misconceptions about communication and try to help that person develop some objectives and goals.
- Ms. Bresnahan distributed the draft to the Board members for review. She discussed a preliminary overview, taking comments from the Members. Between this meeting until the next meeting, Ms. Bresnahan stated that she would take any additional feedback individually and also, Ms. Swift Johnson would also have an opportunity to provide her

employee comments. A revised draft will be presented to the Board at the July meeting for approval.

- The Board members who were present, Mr. Moreschi, Ms. Bennett, and Ms. Piccole, expressed strong disappointment with the low numbers presented regarding Ms. Swift Johnson's evaluation.
- Ms. Bresnahan will send out the draft composite electronically to all members in order for them to review and respond with their comments individually.

G. TREASURER'S REPORT:

- Mr. Moreschi stated there was a loss of \$3,643.44 in the Fidelity account. The Fidelity ending balance as of April 30th is \$ 131,118.83 The current balance including the North Shore bank account is \$135,084.92. The report was sent from Ms. Bambury.
- Ms. Swift Johnson stated that both scholarship recipients — Katherine from Essex Tech and Kenna from Masconomet — were very grateful to receive the \$1,000 awards.

H. DIRECTOR'S REPORT:

1. Presentation of Circulation and Budget Reports:

- Circulation for May FY24 was 6,309 (+2,400 overall YTD in circulation from last year)
- Attendance for May FY24 was 3,734 (+6,346 overall YTD in attendance from last year)
- Budget: Ms. Swift Johnson stated that the second state aid (\$11,071.81) was deposited. There were no questions from the Board on the May Budget report.

2. Program Statistics:

- There were no questions from the Board regarding May's Program Statistics.

3. Building Updates:

- Ms. Swift Johnson requested the use of state aid funds for a staff virtual training through Library Journal on customer service. The cost of the training is \$1,751.20 for eleven staff members (\$159.20 per person). The training will occur on Wednesday, September 25th from 12pm -4pm. The Library will be open 10am-12pm and 5pm-8pm (closed 12pm-5pm).
- **Ms. Bennett motioned to approve the use of state aid for the requested virtual training for the Library staff. Mr. Moreschi seconded the motion, all were in favor.**
 - Ms. Swift Johnson stated that she is working with Macinnis Electric to get quotes on replacing broken fixtures in the mezzanine and at both entrances as well as replacing bulbs on the high ceilings (on the FY25 Budget).
 - Ms. Swift Johnson stated that the three new light fixtures for the Friends room do not fit (diameter size does not match). A return has been requested for these lights.

4. Library Programs and Services Updates:

- There were no questions from the Board regarding staff training workshops.
- Ms. Roussin is looking for volunteers for several Library outdoor summer programs.
 - Friday, June 28th: Summer Reading Kickoff- 9am-2pm (setup at 9am and breakdown until 2pm)
 - Thursday, July 18th: Teddy Bear Picnic- 9am-2pm
 - Tuesday, July 23rd: Make A Splash- 9am-1pm
- Ms. Swift Johnson stated she is looking for volunteers for Chief Will's day on June 22nd.

- Ms. Roussin is doing several pop-up story times at local businesses to increase community outreach.
- The Adult Services Librarian, Adrian, and Circulation Assistant, Aniela, have partnered with the COA to collaborate on scheduling workshops for homebound seniors.
- Ms. Swift Johnson stated that her Department of Youth Services (DYS) virtual clearance training is scheduled for July 1st (Library will be closed due to summer hours). Both Ms. Swift Johnson and Ms. Gminski will be cleared for the DYS outreach program (part of a Boston Public Library pilot program).
- Ms. Swift Johnson stated that the Library summer hours start July 1st and continue through Labor Day (closed on Mondays, closes at 2pm on Fridays)

5. Strategic Planning Process Updates:

- Ms. Swift Johnson stated that the final strategic plan committee meeting was on Friday, May 31st.
- Ms. Swift Johnson will begin drafting the Strategic plan which will be reviewed by the Library Staff, the Board and the Friends.
- Ms. Swift Johnson aims to have the strategic plan on file by the October 1st deadline.

I. NEXT MEETING:

- The next meeting of the Board of Trustees will be on Tuesday July 9, 2024 at 7:00pm.

J. ADJOURNMENT:

With no further business, Ms. Piccole made a motion to adjourn. Ms. Bennett seconded the motion, all were in favor. The meeting adjourned at 9:05pm.

Respectfully Submitted by Stefanie McKanas, Recording Secretary