



**Minutes of the Meeting
Flint Public Library
Board of Trustees
Monday, September 16, 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: Mark Moreschi, Chair; Susan Piccole, Vice Chair/Secretary; Maria Paikos-Hantzis; Allison Sloan; and Kosta Prentakis

Others Present In-person: Loretta Swift Johnson, Library Director and Stefanie McKanas, Recording Secretary

A. CALL TO ORDER: Mr. Moreschi called the Library Board of Trustees Meeting to order at 7:02pm.
* Ms. Sloan announced that she is recording the meeting on her own personal electronic device.

B. ELECTION OF OFFICER: TREASURER

- **Ms. Paikos-Hantzis motioned to nominate Mr. Prentakis for the Board of Trustees Treasurer. Ms. Piccole seconded the nomination, all were in favor.**

C. SIGNING OF BILLS: Mr. Moreschi confirmed the bills were previously signed by Ms. Piccole.

C. APPROVAL OF MINUTES:

Minutes from August 13, 2024:

- **Ms. Paikos-Hantzis motioned to accept the minutes from August 13, 2024. Ms. Sloan seconded the motion, all were in favor.**

D. TRUSTEES' REPORT:

1. Review Request for Education Stipend

- Ms. Roussin is working towards a MLIS degree and requested an education stipend for her Spring and Summer courses (4 Courses, 12 credits) totaling \$6,300.00.
- **Mr. Prentakis motioned to accept the educational stipend totaling \$6,300 for Ms. Roussin. Ms. Paikos-Hantzis seconded the motion, all were in favor.**

2. Review Policy #18: Patron Registration and Borrowing Privileges Policy

- **Mr. Prentakis motioned to approve Policy #18 as amended. Ms. Piccole seconded the motion, all were in favor.**

3. Performance Evaluation of Library Director: Signing off on Goals

- The Board members signed off on the approval of the Director's goals.
- Ms. Swift Johnson read a statement to the Board of her accomplishments and improvements made this past year. Ms. Swift Johnson also stated that she does not feel the composite evaluation accurately reflects all the growth and improvements the Library achieved under her leadership this past year.

4. Long-Range Plan: Approval of Final Draft

- The Board discussed the content of the Plan, specifically the length of the Library history content as well as options for rearranging the content.

- Ms. Sloan suggested providing digital links on the Library's website to shorten the length of the Plan.
- **Mr. Prentakis motioned to approve the Long-Range Plan as amended. Ms. Piccole seconded the motion. All were in favor, except Ms. Sloan who opposed the vote.**

E. TREASURER'S REPORT:

- Mr. Moreschi stated that there was an interest increase of \$0.12 in the Northshore Savings account for a total balance of \$2,966 65.
- Mr. Moreschi stated that he still does not have access to the Fidelity account; therefore, the full Treasurer's report will be postponed until next meeting.
- The Board discussed the fund distribution and balances based on Mr. Prentakis' analysis of the Treasurer's box. The fund balances are inaccurate due to the percentage allocation that was not regularly adjusted following expenses. Mr. Prentakis reviewed his findings with the Town's Finance Director, who agreed that the assets should be reallocated. The Board discussed if the funds should be transferred over to the Town or to the Friends. The Board was in agreement that the Town Administrator and Town Council should be involved before making any decisions.
- **Ms. Paikos-Hantzis motioned to table the reallocation of Library funds until the next meeting. Ms. Sloan seconded the motion, all were in favor.**

F. DIRECTOR'S REPORT:

1. Presentation of August Circulation and Budget Report:

- Circulation for August FY25 was 7,496 (-1251 overall YTD in circulation from last year)
- Attendance for August FY25 was 4,120 (+201 overall YTD in attendance from last year)
- August Budget: Ms. Swift Johnson stated that she is anticipating the state aid deposit in December. There were no questions from the Board on the August Budget report.

2. Program Statistics:

- The Board reviewed August's Program Statistics. There were no questions from the Board on Program Statistics.

3. Building Updates:

- Ms. Swift Johnson stated that the Library will be closed on Wednesday, September 25th for a staff virtual training on customer service. The Library will be open 10am-12pm and 5pm-8pm (closed 12pm-5pm).
- Ms. Swift Johnson stated that four staff members are currently out sick; therefore, as a result, some programs had to be cancelled.
- Ms. Swift Johnson stated that The Friends paid \$1,200 for the initial cost of the antique clock tower repair by The Clockfolk of New England. The clock's chime mechanisms are worn out and the estimated repair cost is \$4,800. Currently, the clock is working, however, it does not chime. Ms. Swift Johnson will request the use of Community Preservation funds at Town meeting for the clock repair.
- Ms. Swift Johnson stated that the building assessment should be completed next week.

4. Library Programs and Services Updates:

- There were no questions from the Board regarding staff training workshops.
- Ms. Swift Johnson stated that the FY 24 infographic that Ms. Deschene-Warren created is on display in the Library and on the Library's website.
- Ms. Swift Johnson stated that she and Ms. Gminski have two visits scheduled for the Department of Youth Services (DYS) outreach program. The first visit will be to meet teachers and staff to

discuss the program overview. The second meeting will be to bring the items and meet the students.

- Ms. Swift Johnson stated that she and Ms. Deschene-Warren completed the annual ARIS and they are working on the annual state aid and financial report, which is due October 4th.
- The Library will be participating in The Essex National Heritage Trails and Sails Urban Walk of Historic Middleton on Sunday, September 29 from 1:30pm to 3pm.
- Carnival Night is on Wednesday, September 25th from 5:00 -6:30pm.

G. NEXT MEETING:

- The next meeting of the Board of Trustees will be on Tuesday, October, 15, 2024 at 7:00pm.
- The Board agreed to move the November meeting to Monday, November 18, 2024 at 7:00pm.

H. ADJOURNMENT:

With no further business, Mr. Moreschi motioned to adjourn. Mr. Prentakis seconded the motion, all were in favor. The meeting adjourned at 8:54pm.

Respectfully Submitted by Stefanie McKanas, Recording Secretary