



**Minutes of the Meeting
Flint Public Library
Board of Trustees
Tuesday, August 13, 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; Jackie Bresnahan, Assistant Town Administrator/HR Director, Annie Wilton, Friends of the Flint; and Stefanie McKanas, Recording Secretary (on Zoom)

A. CALL TO ORDER: Mr. Moreschi called the Library Board of Trustees Meeting to order at 7:01pm.
* Ms. Sloan announced that she is recording the meeting on her own personal electronic device.

B. SIGNING OF BILLS:

Mr. Moreschi confirmed the bills were being signed.

C. APPROVAL OF MINUTES:

Minutes from June 10, 2024 (Trustees Meeting):

- **Ms. Paikos-Hantzis motioned to accept the minutes from June 10, 2024 as amended. Ms. Sloan seconded the motion, all were in favor.**

Minutes from July 9, 2024 (Joint meeting with the Select Board):

- **Ms. Piccole motioned to accept the minutes from the Joint meeting with the Select Board on July 9, 2024. Ms. Paikos-Hantzis seconded the motion, all were in favor.**

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

- Ms. Wilton stated that the total annual campaign funds (July 1, 2023- June 30, 2024) were \$26,248.07.
- Ms. Wilton stated that last fiscal year the Friends spent \$ 37,969.88 on building funds.
 - \$10,281.14 was spent on building facilities
 - \$5,450 was spent on landscaping
 - \$22,238.74 was spent on programs, promotional materials, prizes, and supplies
- Ms. Wilton stated that The Friends will start up their meetings again in September.
- Ms. Wilton stated that she attended the United Libraries Association's two-day fundraiser webinar. Ms. Wilton was able to attend for free since it was sponsored by the Massachusetts Libraries Association.

E. TRUSTEES' REPORT:

1. Election of Treasurer:

- Mr. Prentakis is open to the position of Treasurer and he will discuss the role and responsibilities with Ms. Swift Johnson.
- The election of the Board's Treasurer is postponed to the next meeting

2. Review Policy #4: Bylaws

- The Board reviewed the edits as presented.
- **Ms. Sloan motioned to change the title to “Roles and Responsibilities of the Flint Public Library Board of Trustees”. Mr. Prentakis seconded the motion, all were in favor.**
- **Ms. Piccole motioned to approve all the edits to Policy #4. Ms. Paikos-Hantzis seconded the motion, all were in favor.**

2. Review Policy #18: Patron Borrowing Policy/Suspension of Privileges

- The Board postponed reviewing Policy #18 to the next meeting.

3. Performance Evaluation of Library Director: Goals

- The Board members and Ms. Bresnahan reviewed the Library Director goals (reduction from 5 goals to three goals) and the four developmental objectives.
 - Goal One: Additional training on management and Library services
 - Goal Two: Complete the five-year Strategic Plan
 - Goal Three: Continue to develop professional community relationships with patrons, the public, Trustees, Town Administration and more through outreach programs

Four Developmental Objectives:

1. To continue to attend conferences and Regional meetings
 2. To continue mentorship by other directors in management including delegation to staff when appropriate
 3. To develop Library Collections and programming to meet the needs of the community
 4. To emphasize and continue to build a sustainable culture of customer service at the Flint Library with a Frontline service priority
- **Ms. Piccole motioned to approve the Director goals and developmental objectives as amended. Ms. Sloan seconded the motion, all were in favor.**
 - Mr. Moreschi shared a thank you note from the Masconomet scholarship recipient.
 - Mr. Moreschi suggested having name plaques made for the Board meetings.
 - There was a discussion about having other key people such as Ms. Wilton sit at the table with the Board members at the meetings. The discussion will be continued at the next meeting as an agenda item.

F. TREASURER’S REPORT:

- Mr. Moreschi’s name is not yet added to the Fidelity account; however, he filed the necessary paperwork to be added to the account.
- Mr. Moreschi stated that he obtained the latest Fidelity report from Ms. Bambury. Mr. Moreschi also stated that Ms. Bambury removed herself from the bank accounts.
- Mr. Moreschi stated there was a gain of approximately \$4,000 in the Fidelity account. The Fidelity ending balance as of August 13th is \$ 138,519.81. The interest of North Shore Bank checking account decreased from \$0.17 to 0.13.

G. DIRECTOR’S REPORT:

1. Presentation of June and July Circulation and Budget Reports:

- Circulation for June FY24 was 7,079 (+1846 overall YTD in circulation from last year, YTD Circulation 2024: 82,146)
- Attendance for June FY24 was 3,973 (+5,927 overall YTD in attendance from last year, YTD Attendance 2024: 48,293)

- Circulation for July FY25 was 7,737 (-498 overall YTD in circulation from last year)
- Attendance for July FY25 was 4,254 (+148 overall YTD in attendance from last year)
- June Budget: Ms. Swift Johnson stated that \$3,334.02 of FY24 invoices (\$22.94 materials books, \$3,235 AED equipment, \$76.08 building maintenance and supplies) were encumbered out of the FY24 Budget. There were no questions from the Board on the FY24 Budget report.
- July Budget: There were no questions from the Board on the July Budget report.

2. Program Statistics:

- The Board reviewed June and July's Program Statistics. Ms. Sloan questioned the delay of the summer reading signups (two weeks after school was out of session).

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 cost of the training was \$1,691.50 for ten staff members and was paid from state aid funds. The Library will be open 10am-12pm and 5pm-8pm (closed 12pm-5pm).
- Ms. Swift Johnson stated that MacInnis Electric is in the process of replacing lighting throughout the building.
- Ms. Swift Johnson stated that the diffuser return reimbursement is still being processed.
- Ms. Swift Johnson stated that Library Journal Annual Directors Summit is November 6-8th in Columbia, South Carolina.
- Ms. Swift Johnson stated that she is continuing her post grad studies at Simmons College to obtain a library archives certificate. She would like to add an archival space at the Flint in the future.
- Ms. Swift Johnson stated that the Library carpet was cleaned on July 5th.
- Ms. Swift Johnson stated that on July 29th, the trees around the Library were cut back due to encroachment on the building
- Ms. Swift Johnson stated that two new AED units have been installed on each floor. The Fire Department ordered the AEDs and also donated the defibrillator cabinets.
- Ms. Swift Johnson stated that the website is having plugin issues. Ms. Deschene-Warren is working to fix the problem.
- Ms. Swift Johnson stated that the staff kitchen has been converted into a staff lounge. The sofa from the teen space has been repurposed for the new space.
- Ms. Swift Johnson stated that the antique clock repair cost is estimated to be \$1,500-\$2,000.
- Ms. Swift Johnson stated that on August 19th, the building assessment will be conducted. Based on the assessment, Ms. Swift Johnson will get quotes from vendors on the necessary repairs.

4. Library Programs and Services Updates:

- There were no questions from the Board regarding staff training workshops.
- Ms. Swift Johnson stated that they had 241 attendees at the Tri-Town Pride Picnic on June 2nd.
- Ms. Swift Johnson stated she was a food volunteer at Chief Will's Day on June 22nd.
- Ms. Swift Johnson stated that she and Ms. Gminski are now cleared for the Department of Youth Services (DYS) outreach program. A visit is tentatively scheduled for Friday, September 20th.
- Ms. Swift Johnson state that her and Ms.Deschene-Warren will finish the annual ARIS , which is due Friday, August 16th. Once completed, Mr. Moreschi will need to review and sign the report.
- 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.
- The Library will be closed on September 1st and 2nd in observance of Labor Day.

H. NEXT MEETING:

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

I. ADJOURNMENT:

With no further business, Ms. Piccole made a motion to adjourn. Ms. Paikos-Hantzis seconded the motion, all were in favor. The meeting adjourned at 9:27pm.

Respectfully Submitted by Stefanie McKanas, Recording Secretary