

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, DECEMBER 5, 2022

Bristol Public Library, 5 High Street, Bristol, CT 06010

ATTENDEES: Eric Frenette, Nicholas Jakubowski, Andrea Kapchensky, Pina Salvatore, Ashley Verceles and Council Liaison Sebastian Panioto. Library Director Deborah Prozzo, Assistant Library Director Scott Stanton, and Recording Secretary Ruth Vontell. Guest Presenters from Main Street Community Foundation: Susan Sadecki, President & CEO, and Rhonda Pilkington, Director of Finance.

Absent: Valina Carpenter, Elizabeth Kanachovski and Barbara O'Neill

Item 1- Call to order

Director Salvatore called the meeting to order at 6:31 p.m.

Item 2- Audience Participation

None.

Item 3- Approval of Minutes

Director Kapchensky MOVED to approve the November 7, 2022 Regular Meeting Minutes. Seconded by Director Frenette. All in favor. No objections. Motion passed.

Item 4- Communications

- (1) Library Director Prozzo was cc'd on correspondence from Main Street Community Foundation to City Comptroller Diane Waldron. The Comptroller received a \$48,000 check from the Frederick T. Manross Trust.
- (2) We received a Letter of Commitment from Matthew Geeza, Director of the CT State Library for the Blind & Physically Handicapped, to make the Bristol Public Library a HUB library. It would be a great benefit to our community to participate in this program by housing materials and demonstrating how to use the interesting equipment that area patrons can request free of charge from the state facility. **Director Frenette MOVED to approve this collaboration with the CT State Library. Seconded by Director Jakubowski. All in favor. No objections. Motion passed.**

Item 5- Committee Reports

a. Finance Committee

Susan Sadecki, President & CEO of Main Street Community Foundation, discussed the importance and value of libraries to the citizens of the communities they serve. She described the 28-year-old philanthropic 501(c)(3)public charity's purpose, mission and vision which includes investing donor gifts which provide grants and scholarships. She then presented an overview

of the four Endowment and Trust Funds for the Bristol Libraries which were formerly managed by the Bank of America:

- (1) The Bristol Libraries Fund
- (2) The Samuel Goodsell Library Fund
- (3) The Manross Memorial Library Fund
- (4) Frederick T. Manross Trust

Distributions based on donor intent, options to reinvest, historic gift values, investment and spending policies, variance powers, asset allocations, beneficiaries, grant cycles, immediate response funds, and administrative fees were explained.

The Friends of the Library can apply for Main Street Community Foundation grants.

A brief discussion followed regarding the Centennial Fund, outreach to various housing complexes throughout the city, and the annual Author Luncheon.

b. Property Committee

No Report.

c. Policy Committee

In January 2023, there will be an informational meeting to begin looking at various sections of the Library Board By-Laws.

d. Strategic Planning Committee

No Report.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

1)October statistics:

- Circulation numbers have increased 7%.
- Reference activity is down. The department has been short-staffed for months. Four potential candidates for the Reference Assistant position were onboarded but all ultimately declined the offer. A new employee is scheduled to start at the end of December.
- Technical Services has experienced a decrease in processing new books as a result of the Ransomware attack on Baker & Taylor.
- Program attendance, patron registrations, and foot traffic are up at the Main Library, however, Manross still struggles in these areas.
- Wi-Fi Sessions, which are tracked with Who-Fi software and reported on the State Library Annual Report, are up. The numbers are strong.

2)Year to Date Budget Report:

- Although library revenue is down now that the library is fine-free, the money collected for copying and printing is up because the fee is very reasonable at only 15 cents per page. Also, meeting room rentals are showing a 307.5% increase with many groups holding meetings at the library.
- An AV Upgrade is needed in the Meeting Rooms at the Main Library. After meeting with Library Director Prozzo, Seth Ramos from the Computer Lab and Christopher Soper from the IT Department, Bob Serio of RnB sent us a quote for the work in Meeting Room #1 which will begin after the holidays. It will take approximately 4-6 weeks for supplies to be ordered and delivered. The quote given for Meeting Room #2 is \$4,700.00. **Director Frenette MOVED to approve the use of \$4,550.00 from the Bristol Libraries Trust Fund with the remainder to be paid out of the Main Library's Repairs & Maintenance line item in the Regular Budget for the AV Upgrade in Meeting Room #1. Seconded by Director Jakubowski. All in favor. No objections. Motion passed.**

3)Sunday Hours: The Main Library will be open on Sundays from January 9, 2023 through March 26, 2023. The hours will be 1:00-5:00 p.m. All services will be available and programs will be offered. Promotional flyers will be distributed.

4)Staff News: Rebecca Schaffrick has been hired as the Floater/Readers' Advisor. She replaces Ruth Vontell. She began working on November 21, 2022.

5)Winter Programs: CONNECTIONS, the Adult Services Newsletter of the Bristol Public Library, is now available. It includes descriptions of the various programs being offered from December 2022 through February 2023, including Adult Winter Reading Bingo.

6) Library Board Members: Chairperson Carpenter, Director Kapchensky, and Director Jakubowski have terms that are expiring in January 2023. The Mayor and City Council must approve the reappointments. In addition, the vacancy left by Jarre Betts still needs to be filled. City Council Liaison Panioto will check with City Councilwoman Cheryl Thibeault regarding a candidate who may be interested in this position on the Library Board.

b. City Council Liaison Report

City Council Liaison Panioto spoke with Roger Rousseau in the Purchasing Department regarding the Community Outreach Vehicle. The new 2023 truck from Blasius Chevrolet has a state contract

price of \$37,505.00 which includes a relocation camera and back-up beeper alarm. It is a white Silverado with a longer 8 foot bed. Action Glass LLC provided a quote of \$11,430.00 for the enhanced cap. The original P.O. was for \$44,376.00. The new P.O. is for \$48,935.00. This is a shortage of \$4,559.00.

Director Frenette MOVED to approve the use of Manross Trust Fund money to cover the additional cost of the new Community Outreach Vehicle. Seconded by Director Kapchensky. All in favor. No objections. Motion passed.

c. Friends of the Library

- (1) Mini Holiday Book Sales are going on during the month of December in the lobbies of both libraries. Flyers have been posted and sales are cash only.
- (2) The Big Winter Book Sale will take place March 1st through March 5th 2023.

d. Community Outreach Committee Report

No Report.

Item 7- Old Business

None.

Item 8- New Business

- a. Review 2024 Fiscal Year Budget Draft and take action as necessary.

(1) The library website currently uses an old version of WordPress that cannot be updated and poses a security risk. The company that designed the website is no longer in business. We have a quote between \$3,500.00 and \$5,000.00 from Dave Grant at CT Web Factory to host, update, and redesign our website, which is independent from the City's website and needs to be user-friendly. Also, LibCal, our meeting room booking software, has been replaced with an inferior product that is difficult to use. This could negatively impact meeting room usage. Seth Ramos, Computer Lab Supervisor, obtained a quote of \$2,500.00 from Library Market for new meeting room booking software which could be used at both the Main Library and Manross Branch. **Director Jakubowski MOVED to accept the use of Manross Trust Fund money to pay for the website upgrade and new meeting room booking software. Seconded by Director Frenette. All present voted in favor. Motion Passed.**

(2) Library Director Prozzo attended Mayor Caggiano's Department Head meeting last week. He asked for reductions in 2 major areas to promote efficiencies. Discussion followed regarding various line items in the Main Library Budget, the Children's Library Budget, and the Manross Budget, including: salaries/wages, security guards, public utilities, solar

program credits, natural gas, water and sewer, repairs and maintenance warranties/agreements, telephone, postage, office supplies, conferences and memberships, program supplies, professional fees and services, entertainer fees, etc. Library Director Prozzo reviews the Economic Forecast, looks for trends, and conducts a 5-year comparison when preparing the Budget. **Director Frenette MOVED to approve the Draft of the 2024 Fiscal Year Budget. Seconded by Director Verceles. All in favor. No objections. Motion passed.**

Item 9- Adjournment

There being no further business, **Director Kapchensky made a motion to adjourn the meeting at 8:11 p.m. Seconded by Director Frenette. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.