

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, FEBRUARY 2, 2026

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

ATTENDEES: Valina Carpenter, Nicholas Jakubowski, Elizabeth Kanachowski, Andrea Kapchensky, Kimberly Ploszaj, Danielle Rivard, Pina Salvatore, Betty Talmadge, City Council Liaison Steve Seymour, and Liaison to the Board of Finance Marie O'Brien. Library Director Deborah Prozzo and Assistant Library Director Scott Stanton.

Absent: Eric Frenette.

Item 1- Call to order

Chairperson Salvatore called the meeting to order at 6:33 p.m.

Item 2- Public Participation

Susan Sadecki, President and CEO of Main Street Community Foundation, and Rhonda Pilkington, the Director of Finance, gave a presentation to update the Library Board on the status of the three funds and one trust that they steward for us. Please see chart attached.

The Library Board was encouraged to accept all the quarterly distributions, which can be used as a supplement to the appropriations from the City of Bristol. The distributions are not meant to replace parts of the library budget.

Money from the Manross Memorial Library Fund can be used to sponsor programs that benefit the whole community.

Item 3- Approval of Minutes

Director Ploszaj **MOVED** to approve the minutes of the January 5, 2026 Regular Meeting. Seconded by Director Rivard. All in favor. None opposed. Motion passed.

Item 4- Communications

None.

Item 5- Reports and Committee Reports

a. Finance Committee

No Report.

b. Property Committee

Director Kapchensky reported that they are waiting for a second proposal for the garden in the circle at the Main Library.

c. Policy Committee

No Report.

d. Strategic Planning Committee

No Report.

e. Library Director's Report

Library Director Prozzo reported that she had her budget review this past Friday. Scott Stanton and Beth Martin accompanied her. Marie O'Brien, our liaison, and Dave Maikowski, Chair of the Board of Finance, were in attendance along with staff from the Comptroller's Office. She explained changes in some of the line items. Everything went well. The library budget presentation will take place on February 24, 2026. We don't have an exact time or location yet.

f. City Council Liaison Report

City Council Liaison Steve Seymour reported on the library card campaign. He's working with Scott to film some PR slots.

g. Friends of the Library Report

Chairperson Salvatore reported on the proceeds from the holiday book sale in December. Manross Library raised \$900 and the Main Library raised \$1,550.

The Winter Used Book Sale schedule is as follows: Wednesday, February 25th from 3:00 p.m. to 7:00 p.m. with a \$5.00 admission fee, Thursday, February 26th from 9:00 a.m. to 7:00 p.m., Friday, February 27th from 9:00 a.m. to 4:00 p.m., Saturday, February 28th from 9:00 a.m. to 4:00 p.m. when items are half-price, and Sunday, March 1st from 1:00 p.m. to 3:00 p.m. for the \$5.00 bag sale. Specials are not included in the half-price and bag sales but will be available for purchase. The Friends accept cash, credit card, and debit card. On March 5th from 8:30 a.m. to 4:00 p.m. the Friends will sort the books that didn't sell. They will be sold in the Friends' Café on the second floor. Volunteers are welcome.

Chairperson Salvatore explained how tickets for the Author Luncheon will be sold. Order forms can be mailed in or dropped off at Main Library after the Author Reveal, which is on March 24th at 2:00 p.m. The forms will also be available online. Tickets are \$42.00 each. They accept cash or check. You can choose to have the tickets mailed to you or you can pick them up on or after April 7th at Main Library. They will be processed in the order in which they are received. Library Director Prozzo added that there will be a Library Board table and that Rose Ann Chatfield will be releasing tickets sooner from tables with unsold seats.

h. Community Outreach Committee Report

Director Kanachovski reported that there will be an author lunch for kids at the end of the children's summer reading program in August. Lucky Diaz, a first-generation Mexican-American will be coming from L.A. He's a multilingual musician as well as an author. He has an Emmy-winning PBS children's television series. His fee is between \$3,000 and \$5,000.

Chairperson Salvatore mentioned that the State Library is offering a summer enrichment grant. Library Director Prozzo explained that she and Claire Strillacci, the Supervisor of Children's Services, are currently working on the grant. They are applying for the maximum amount of \$2,000. It's a non-matching grant, so the city does not have to put out any additional funds. If we were to get the full \$2,000, that would cut down on the amount needed from the trust fund. It would allow us to purchase copies of Lucky's books and would also support additional programming around his picture book *Paletero Man* which is about popsicles.

Director Rivard made a MOTION to use up to \$5,000 from the Manross Miscellaneous Trust Fund, as necessary, to pay the fee for the Lucky Diaz Author Event. Seconded by Director Talmadge. All in favor. None opposed. Motion passed.

Director Kanachovski suggested mini-golf as a possible library fundraiser. A company in Bolton supplies all the materials. Perhaps community groups or high school students could help.

Director Kanachovski stated that the Bristol Child Development Center is looking for volunteers to man a table at their book fair from 2:30 p.m. to 5:00 p.m. on February 27, 2026. Library Director Prozzo explained that Jose Alvarez is our point person here at the library. We'll give out bookmarks, bookbags, and information about getting a library card. The library hopes to build a long-term partnership with the center.

Library Director Prozzo stated that we have an opportunity to apply for a mini-grant up to \$500 through the Hartford Audubon Society. She will be reaching out to Liz from the Friends about this.

Director Rivard discussed fundraising with restaurants and other organizations that would give the library a certain percentage of their proceeds on a certain day.

Director Ploszaj made a MOTION to change the name of the Community Outreach Committee to the Community Engagement Committee to better reflect our intentions. Seconded by Director Carpenter. All in favor. None opposed. Motion passed.

Item 6- Old Business

- a. Library Director Prozzo stated that Scott is still working on cataloging the donation of artwork from the family of Joan Kuebler. There are no further updates.
- b. Library Director Prozzo reported that we don't have any additional quotes for the roof at Manross. Dave Oakes and Ray Rogozinski from Public Works will put out an RFP which will generate bids. The city will decide which contractor to use. They know that the Library Board is supportive of the project and that any funding difference can be made up with the Frederick Manross Trust Fund, which can be used for capital expenses. The most problematic area is the Garden Street side which has leaking. We've been losing shingles for the past couple years. We hope to get through the winter without any serious damage. The roof replacement project will probably happen next fiscal year.

Item 7- New Business

None.

Item 8- Adjournment

There being no further business, **Director Rivard made a MOTION to adjourn the meeting at 7:50 p.m. Seconded by Director Ploszaj. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.

MAIN STREET COMMUNITY FOUNDATION, INC.

Endowment and Trust Funds for the Bristol Libraries

Name of Fund	Date of Inception & initial gift amount	Ending Balance 12/31/2025	Distribution provisions per fund agreement
The Bristol Libraries Fund	5/29/2014 \$123,047	\$153,731	Spending policy to support Main Library and Manross Memorial Library for operating or capital expenditures as a supplement to the appropriations from the City of Bristol.
The Samuel Goodsell Library Fund	5/29/14 \$743,458 Bristol Library Goodsell \$82,899 Bristol Library Treadway	HGV \$104,704 \$1,017,444	Grants from 7/2014 through 12/31/25; \$48,970 2026 is \$4,840; 2025 was \$4,720 Spending policy to support purchase of books for the Main Library provided that 10% shall be used for the purchase of non-fiction books.
The Manross Memorial Library Fund	5/30/14 \$2,236,396 Bristol Library Forestville and Bristol Library Special Use 5/21/15 \$124,293 Robert Manross Trust	HGV \$170,971 \$3,389,184	Grants from 7/2014 through 12/31/25; \$328,670 2026 is \$32,480; 2025 was \$31,690 Spending policy to support Manross Memorial Library for operating and capital expenditures; provided that 1% shall be used for the purchase of children's and nature books.
		HGV \$326,805	Grants from 7/2014 through 12/31/25; \$635,711 2026 is \$117,800; or \$29,450 per quarter 2025 was \$112,760; *\$56,380 granted *No grant taken in 2 nd and 4 th quarters 2025

\$4,560,359 12/31/25 Market Value of Funds
 \$ 602,480 12/31/25 Historic Gift Value (HGV) of Funds
 \$ 155,120 2026 grants available
 \$ 92,790 2025 grants paid out of \$149,170 available

Trust for Benefit of the F.N. Manross Memorial Library

Name of Trust	Date of Inception & initial gift amount	Ending Balance 12/31/2025	Distribution provisions per Trust agreement
Frederick T. Manross	10/21/2020 \$2,128,793	\$2,320,484 HGV \$500,000	Annual distribution split evenly between two (2) beneficiaries to include Bristol Hospital and Manross Memorial Library; Distribution is calculated based on the private foundation rules established by the IRS after annual 990-PF tax return is filed. Grants to benefit the Library from 10/2021 - 12/31/2025; \$260,959 2025 grant was \$50,500; 2024 grant was \$54,500 If in the future, if the name Manross is dropped from the library, the annual distribution shall lapse and be distributed annually in equal shares to the American Clock and Watch Museum in Bristol, CT and to the Greater Bristol Historical Society in Bristol, CT.