

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JUNE 1, 2026

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

ATTENDEES: Valina Carpenter, Nicholas Jakubowski, Elizabeth Kanachovski (via Zoom at 7:10 p.m.), Andrea Kapchensky, Danielle Rivard (arrived at 6:31 p.m.), Pina Salvatore, Betty Talmadge, and Council Liaison Steve Seymour.
Library Director Deborah Prozzo and Mayor Ellen Zoppo-Sassu.

Absent: Eric Frenette, Kimberly Ploszaj, and Assistant Library Director Scott Stanton.

Item 1- Call to Order

Chairperson Salvatore called the meeting to order at 6:30 p.m. She welcomed Mayor Ellen Zoppo-Sassu.

Item 2- Public Participation

None.

Item 3- Approval of Minutes

Director Talmadge MOVED to approve the Minutes of the May 4, 2026 Regular Meeting. Seconded by Director Kapchensky. All in favor. None opposed. Motion passed.

Item 4- Communications

Library Director Prozzo received a communication from Suzanne Kiss of the CT State Library on Wednesday, May 27th. Since the Bristol Public Library successfully participated in the Giant Room children's event last year, she wanted us to consider taking part in a follow-up program this summer called the "Oops AI Did It Again Challenge." We filled out the form and the children's staff will meet for a workshop tomorrow afternoon. They will receive training and software will be put on our public internet stations. Whenever the state offers us a free opportunity like this, we take advantage of it because it can only benefit our community.

Library Director Prozzo received a communication on Thursday, May 21st from Kimberly Moreland who is a Strategic Business Planning Manager for the American Red Cross in CT. She requested use of a meeting room for a blood drive on August 28th. She wanted to have blood drives monthly or every other month here at the library because they will no longer be having them at the DoubleTree, but that won't be possible. Perhaps quarterly would work. They have very specific requirements regarding room set-up and temperature which we cannot guarantee. They have paid staff so even though

they are a non-profit, they should pay the \$20 per hour room use fee. Council Liaison Seymour will follow up with Ms. Moreland.

Item 5- Reports and Committee Reports

a. Finance Committee

No Report.

Library Director Prozzo stated that we received two payments from the state totaling \$5,441.00 for our participation in BorrowIt CT services (inter-library loan) and for submitting 4 new policies in a timely fashion (e.g. collection development policy). The money can be moved from our revenue account to our program supplies account to purchase books. This request for an additional appropriation would be sent to the Board of Finance for their June 23rd meeting.

Director Carpenter MOVED to approve the additional appropriation of Connecticut funds from the State Library. Seconded by Director Rivard. All in favor. None opposed. Motion passed.

b. Property Committee

Director Kapchensky reported that on May 18th, 3 Brothers of Southington stripped the garden at the Main Library, laid a 2-foot edging of small stones, and filled the rest of the garden with mulch. Prior to their work, Rose Ann Chatfield and I selected 4 plants to remain and removed some plants that we later replanted. The pavers from the Children's Library were re-laid as a walkway to the flag. The Friends are also working on a plaque.

Chairperson Salvatore noted that this project is being funded by the Friends with money from the Memorial Honor Wall.

Director Kapchensky reminded everyone of the Cawley garden ribbon-cutting ceremony at Manross on June 17th at 10:00 a.m. Discussion followed regarding *Bristol Press* coverage.

c. Policy Committee

No Report.

d. Strategic Planning Committee

No Report.

e. Library Director's Report

1) April 2026 statistical highlights:

We had a great month. Overall, library usage remains strong. The library continues to serve as an active community hub.

- Total circulation held steady at just over 22,000 transactions. Our digital collections continue to grow. E-books/magazines increased by 9%, downloadables increased by 8%, and Hoopla/Kanopy usage rose by 19%.
- Patron visits increased by 7% and new library card registrations increased by 16%.
- The demand for technology assistance rose sharply. The number of tech questions answered increased by 37%, the Wi-Fi sessions increased 32%, and the website visits increased 21%.
- Meeting Room bookings increased by 40%.

2) Year-to-Date Budget Report:

- Library Revenue We exceeded our revenue projection on library rentals by \$1,480.00. Looking at all 3 revenue accounts combined, we are over by a total of \$844.62.
- Main Library: We are on track with our spending. We will be reducing or closing some POs to off-set any overages which appear as negatives. We are now onboard with the McNaughton leasing program at both the Main Library and Manross. We are going to reduce Ingram POs to cover the \$10,000 at each library. Tomorrow, Beth Martin, Supervisor at Manross, Courtney Hanson, Technical Services Coordinator, and I will be meeting to go over all the paperwork and new software. On Wednesday, Ruth Vontell, the Administrative Assistant, and I will be attending a meeting with the Comptroller's Office at City Hall regarding the process of closing out FY26 and opening up FY27.
- Manross Trust Fund: The detail report shows that we used this money to purchase books, for all of the adult and children's programming at Manross, and to pay the final deposit on the Author Luncheon. The remaining \$36,658.99 will roll over into the next fiscal year.
- Samuel Goodsell/Main Library Trust Fund: We haven't spent any money in the Main Library Miscellaneous account which has \$14,151 in it. We still have \$26,750 available in Goodsell which will be carried over into the new fiscal year.
- Centennial Fund Interest: At the end of March, we have \$48,848.76 in the interest account.

Chairperson Salvatore inquired about the budget meeting on May 18th. Library Director Prozzo stated that the budget was approved.

f. City Council Liaison Report

Council Liaison Seymour reported that when Scott Stanton returns from vacation, they will be working on the library card initiative in each department. He is preparing a polished video

with shorts describing all the things the library has to offer, not just books. They have a summer timeline.

g. Friends of the Library

Chairperson Salvatore reported the following:

The Friends will be joining the library staff at the first Farmers' Market on June 20th. They will be selling low-cost children's books and people can sign up for library cards. The other Farmers' Market dates are July 11th, August 15th, and September 12th.

The Friends will be having a book sale in the lobbies of both libraries from June 20th to June 30th. Books will be on sale whenever the libraries are open.

The Friends have contributed towards the centerpieces for the Author Luncheon.

The Friends plan on participating in the America 250 event at the Federal Hill Green on June 14th from 1:00 p.m. to 4:00 p.m. Library Director Prozzo stated that we will be having a paper eagle armband craft for all ages and a patriotic beanbag toss. Folks can register for a library card and learn more about our summer reading programs for both children and adults at both locations. We are looking for additional support from the Library Board and the Friends that day. We will have a table and a tent set up.

The Friends ran a raffle at the Manross Library from May 8th to May 29th. Each person who purchased an item received a raffle ticket. The drawing was supposed to take place on May 30th. The prize was a \$25 voucher for future purchases.

Congratulations to Claire from the Children's Department, Liz from the Friends, and Debbie who worked on the application for a \$500 grant that they received from the Bristol Rotary Club. The library is going to sponsor the Bristol Backyard Birders Program. The Friends will also be contributing to that program which is geared toward young children. Library Director Prozzo stated that they still need to order the materials. Part of the grant is for a bird feeder with a camera for a live feed on one of our computers. Director Rivard suggested communicating with the Environmental Learning Centers of CT to see if they have something to contribute to the program.

h. Community Engagement Committee

Library Director Prozzo reported the following:

We are confirmed for the four dates at the Farmers' Market. They are in a new location this year on South Street in front of Express Kitchens. It's a bigger space with more parking and

better visibility. The Friends will be selling books from the side of the truck. Rose Ann will coordinate the volunteers.

The Lucky Diaz author event for children is scheduled for August 18th. Publicity is going out to all the schools. We are going to promote it heavily and hope to have a good turnout.

Item 6- Old Business

Director Kapchensky inquired about the status of the Library Board identification badges which will be worn inside the library and at community events. Library Director Prozzo stated that they were ordered from Demco and have shipped, but they haven't arrived yet.

Item 7- New Business

Library Director Prozzo announced that the donate button for the Centennial Fund is now live on the library website. The City of Bristol holds the account. Many city departments worked together to make this happen: the Comptroller's Office, the Treasurer's Office, the IT Department, and the Library. Three years ago, Library Director Prozzo had a conversation with Marie O'Brien, our Board of Finance Liaison, regarding the Library Board's responsibility for fundraising. Initially, we explored using Little Green Light fundraising software, but that required someone to administer it, so we will be using Stripe like the rest of the city. Robin Manuele, the Assistant Comptroller, created the specific account that will allow us to monitor the online donations and Deputy Treasurer Ryan Bodley linked it to our Stripe account, which he set up. Don Smith, the Library Technical Support Specialist in the Computer Lab, and I worked on building the piece that activated the donate button. (Director Rivard tested the button by donating \$5.00. Thank you.) We hope to grow the Centennial Fund. There's approximately \$143,000 in the expenditure account and the \$48,000 in interest can be moved into that. Stripe has a really nice dashboard that allows us to pull reports and monitor what's going on. Don is working on getting a QR code in time for the Author Luncheon. The money is intended for the Main Library but there are no restrictions on what it can be used for. When I became Library Director, \$68,000 had been set aside for the RFID project, which I finished. The only other time we used the money was for carpeting.

Library Director Prozzo suggested bringing back the Centennial Fund Committee, which was in existence in the early 1990s. Committee members would be responsible for overseeing the fund to make sure that the money is used appropriately. They would keep an eye on the interest and the donations and make suggestions for how to spend the money.

Director Jakubowski **MOVED** to establish a Centennial Ad-hoc Committee to oversee the Centennial Fund and related activities. **Seconded by Director Carpenter. All in favor. None opposed. Motion passed.**

Director Carpenter volunteered to chair the Centennial Ad-hoc Committee. Director Kanachovski, Director Talmadge, and Director Jakubowski volunteered to be members of the committee. Library Director Prozzo will provide them with all the old paperwork.

Item 8- Adjournment

There being no further business, **Director Kapchensky made a MOTION to adjourn the meeting at 7:20 p.m. Seconded by Director Carpenter. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.

UNAPPROVED