

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, SEPTEMBER 11, 2023

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

ATTENDEES: Valina Carpenter, Nicholas Jakubowski, Elizabeth Kanachovski, Andrea Kapchensky, Barbara O'Neill, Diane Salmoiraghi, and Pina Salvatore.
Library Director Deborah Prozzo, Assistant Director Scott Stanton, and Recording Secretary Ruth Vontell.

Absent: Eric Frenette, Kimberly Ploszaj, and Council Liaison Sebastian Panioto

Item 1- Call to order

Chairperson Carpenter called the meeting to order at 6:30 p.m. She welcomed new Library Board member Diane Salmoiraghi. There are no longer any vacancies on the Library Board.

Item 2- Audience Participation

Marie O'Brien, Board of Finance Liaison to the Library, and Laura Adams, a guest of Director Kanachovski, introduced themselves.

Item 3- Approval of Minutes

Director Kapchensky MOVED to approve minutes of the July 3, 2023 Regular Meeting. Seconded by Director Salvatore. All in favor. None opposed. Motion passed.

Item 4- Communications

None.

Item 5- Committee Reports

a. Finance Committee

Chairperson Carpenter requested that an annual update from the Main Street Community Foundation be scheduled for this fall. Library Director Prozzo will reach out to Susan Sadecki.

b. Property Committee

No Report.

c. Policy Committee

Director Salvatore reported that the Policy Committee has been working with Library Director Prozzo on revisions to the Collection Development/Materials Selection Policy and the Request for Reconsideration form (for objections to books, digital materials, programs, displays, exhibits, etc.). Both documents need to be approved by the Library Board and on file with the State Library by November 1, 2023 along with the related meeting

minutes. Library Director Prozzo incorporated the feedback and suggested language she received from Dawn LaValle of the State Library. The Policy Committee added language to allow the City of Bristol Corporation Counsel to review any Request for Reconsideration as needed. In addition, the recommendations and edits made by Beth Martin, former Supervisor of Circulation and current Supervisor of Branch Services, have been incorporated into the Homebound Service Policy. Discussion was followed by voting.

Director Kapchensky MOVED to approve the Collection Development/Materials Selection Policy as revised. Seconded by Director Jakubowski. All in favor. None opposed. Motion passed.

Director O'Neill MOVED to approve the Request for Reconsideration form as revised. Seconded by Director Kanachovski. All in favor. None opposed. Motion passed.

Director Salvatore MOVED to approve the Homebound Service Policy as revised. Seconded by Director Kapchensky. All in favor. None opposed. Motion passed.

d. Strategic Planning Committee

Director Jakubowski met informally with Library Director Prozzo and Assistant Director Stanton to discuss the Strategic Plan for 2024-2027. It was determined that sustainability will be the theme. Library Board members were given a draft of The Strategic Plan, which is outlined in a tri-fold brochure format. There are three sustainability goals (Community, Facilities, and Financial) with related objectives.

Over the summer, Library Director Prozzo met with Marie O'Brien regarding the library's financial sustainability. They discussed possible fundraising activities including reestablishing the Centennial Fund, which is currently controlled by the City of Bristol Comptroller's Office and is not earning any money. Chairperson Carpenter suggested that the Finance Committee meet soon to further these discussions.

An informal meeting of the Strategic Planning Committee will be held at 5:30 p.m. on Monday, October 2, 2023 just prior to the monthly Library Board meeting which begins at 6:30 p.m. Anyone on the Library Board is welcome to attend.

Item 6- Ad-Hoc Committee Reports

a. Director's Report

1) July statistical highlights:

- Overall circulation increased by 10%

- Database usage increased by 275%
- Program attendance increased by 41%
- Library Card Registrations decreased by 7%
- WiFi sessions increased by 5% and numbered 6,704
- Website visits numbered 45,199

The State now wants to know how many tech questions we answer each month.

2) Monthly Budget Report: We are only two full months into the fiscal year. Overall, revenue is very healthy @ 21.1%. We've been fine free since October 2022. Discussion followed regarding the difference between fines and fees, as well as the process for replacing lost and damaged items. Since copier charges are a source of revenue and a service for the community, it's important to have toner on hand. I will reach out to the IT Department regarding the status of the city-wide supply. There was a slight drop off in revenue from meeting room rentals due to a city-wide email glitch earlier in the summer. The fact that not all of Assistant Director Stanton's invoices went through impacted us financially.

To date:

- **27.2%** used/spent @ Main Library
- **73.4%** used/spent @ Children's Library
- **35.7%** used/spent @ Manross Library
- **69.4%** used/spent @ Library Trust Funds

Library Director Prozzo provided a general explanation of blanket purchase orders and encumbrances.

The Main Library Budget has been impacted slightly by a decrease in expenditures in wages/salaries due to three vacancies which are slowly being filled. We continue to see significant savings on utilities by being part of the solar program. I would like to get Manross on that program as well or I will approach Dave Oakes in Public Works regarding solar panels for Manross.

The Children's Budget shows that most of the professional fees have been spent on summer reading programs. We are waiting for approximately \$3,000.00 in School Readiness funds. In the meantime, Valerie Toner, Supervisor of Children's Services, will seek Friends' sponsorships for children's programs. Also, she has money encumbered with our book vendor.

The Manross Miscellaneous line item shows a negative balance but the money will be moved by the Comptroller's office. The transfer has been reviewed by the Board of Finance and is awaiting approval by the Joint Board with the City Council. The security guard salaries come out of professional fees at both libraries. We do not wish to cut their hours. Money from the Manross Memorial Wall is used for programs for the community.

Money from the Library Trust Funds is used to purchase reference books and digital resources, including databases. These funds enhance our offerings to the public. Money in the Main Library Miscellaneous fund has generally been used for meeting room upgrades. Voting on quarterly distributions will take place at the October meeting. We don't touch the principal, just the interest.

- 3) Staff News: Erin Shapland, our new Reference Assistant, started on August 28th. A new Circulation Clerk will start on September 25th. She will replace Barbara Whiting who retired last month. Reference Assistant Deborah Holland resigned. She took a position with another library. Human Resources is working on getting a replacement by mid-October.
- 4) Author Luncheon 2023 Update: Tickets sold out to the general public in two weeks. There is now a waitlist.
- 5) Community Outreach: On August 12th, we premiered the new truck at the Farmers' Market. Director Kapchensky was there and Marie O'Brien stopped by. The Friends made \$40.00 in book sales. New library cards were issued because Seth Ramos made sure we had a hot spot, laptop, scanner, and receipt printer. We shared the Bristol All-Heart booth with other city departments and handed out promotional flyers at the West End Association Summer Festival at Rockwell Park. Children's Department staff attended the Mayor's Back to School Pencil Hunt at Muzzy Field and the Back-to-School Bash at BAIMS (Bristol Arts and Innovation Magnet School) on Memorial Boulevard where they distributed free school supplies from the "store" they set up this summer as a reading incentive. On August 18th a Ribbon Cutting was held in the Friends Café. Ellie Wilson cut the ribbon which was signed by those in attendance. We had a very nice turnout and got some wonderful publicity. According to Rose Ann Chatfield, the Friends have made \$100.00 since the Café opened. They sell coffee, books, puzzles, LPs, etc.
- 6) The Annual Report was finished and submitted to the State of CT on August 28th. There were close to 300 questions to answer. It was not due until November 15th but we got it in before Labor Day. Copies are on file if anyone would like to read it.
- 7) Summer Reading was a great success. We had pre-Covid numbers. Foot traffic in July was close to 16,000. Over 2,000 free lunches were served. I want to thank the Friends of the Library not only for their financial support for programs and prizes, but also for the wonderful hospitality they provided all summer. There was camaraderie among the patrons, staff and Friends. We couldn't do it without them.

b. City Council Liaison Report

No Report.

c. Friends of the Library

The Friends of the Library will attend the Farmers' Market along with library staff on Saturday, September 16, 2023. Volunteers will also attend the Health Fair at the Senior Center on Thursday, September 21, 2023 from 9:00 a.m. to 12:00 p.m. along with library staff in the new Community Outreach vehicle. The Winter Used Book Sale, which is the Friends' biggest fundraiser, will take place from February 28, 2024 through March 3, 2024. Please contact Rose Ann Chatfield if you'd like to sign up to help. Mini sales will be held in December in the lobbies at both libraries. First Fridays have started in the Friends' Café. This serves as an opportunity to meet the members and perhaps join the group. A punch card for free coffee will be offered as an incentive to those who help keep the bookshelves stocked. The Friends have a Memorial Honor Wall on the first floor across from the elevator and one at Manross as well. Donations can be made in honor of or in memory of someone. For example, a plaque will be added in memory of Jayne DePole Bogucki who volunteered at the Friends' Bookstore and did art programs at the library. The Friends are working to increase their visibility in the library and elsewhere. They have a new tri-fold brochure and a one-page card stock brochure ready in an effort to increase membership. They do have a few new volunteers for hospitality and the bookstore. Director Kanachovski commended Director Salvatore for taking time to visit 4-5 other libraries to see what their Friends groups do. The Friends page on the new library website needed major updates. Sheila Koughan met with Seth Ramos, the Computer Lab Supervisor, to discuss this refresh. Finally, the Friends' Bookstore is open and staffed on Mondays and Wednesdays from 11:00 a.m. to 1:00 p.m. It may be possible to add Saturday hours if new members are interested.

d. Community Outreach Committee Report

No Report.

Item 7- Old Business

None.

Item 8- New Business

Assistant Director Stanton suggested a change to Section II.G. of the Meeting Room Policy. Currently, reservations for the use of the meeting rooms must be made at least two weeks, but not more than six months, in advance. Our new room booking software allows for reservations up to a year in advance. Assistant

Director Stanton requested that this item be added to the Agenda for the October 2nd Library Board meeting and that the matter be voted on at that time.

Item 9- Adjournment

There being no further business **Director Kanachovski made a MOTION to adjourn the meeting at 7:31 p.m. Seconded by Director O'Neill. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.