

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, DECEMBER 4, 2023

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

ATTENDEES: Valina Carpenter, Eric Frenette, Nicholas Jakubowski, Elizabeth Kanachovski, Andrea Kapchensky, Diane Salmoiraghi, Pina Salvatore, 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: Barbara O'Neill and Kimberly Ploszaj

Item 1- Call to order

Chairperson Carpenter called the meeting to order at 6:32 p.m.

Item 2- Audience Participation

None.

Item 3- Approval of Minutes

Director Salvatore MOVED to approve the minutes from the November 6, 2023 Regular Meeting. Seconded by Director Kapchensky. All in favor. None opposed. Motion passed.

Item 4- Communications

- (1) Library Director Prozzo received a thank you card from Ariel of The Tuesday Agency regarding the Author Luncheon. She heard from Lisa Scottoline that it was one of the best events ever and she is sorry she missed it.
- (2) Dawn Leger forwarded an email she received from Julie Carmelich of the State Historic Preservation Office. It was a friendly reminder that the SHPO holds a Preservation Easement on the Bristol Public Library until 8/24/25. The SHPO must be notified by the City of Bristol of any interior or exterior work (materials, finishes, landscapes, etc.) planned at the Bristol Public Library whether it is paid for with private or public money. The SHPO must review and approve the plans before work begins. Questions about the requirements can be sent to Julie Carmelich or Michael Ferrino. Library Director Prozzo will keep this correspondence on file.
- (3) Library Director Prozzo was cc'd on correspondence from Main Street Community Foundation to City Comptroller Diane Waldron. The Comptroller received a check in the amount of \$53,000 which is the 2023 qualifying distribution from the Frederick T. Manross Trust.

Item 5- Committee Reports

a. Finance Committee

Susan Sadecki, President & CEO of Main Street Community Foundation, discussed the history of Main Street's involvement with the library and their role in the six communities they've served since 1995. She described the philanthropic 501(c)(3) public charity's purpose, mission, outward vision of impact, and strategic plan. They steward almost 300 donor funds and endowments in perpetuity. They administer and safeguard \$52 million in assets (as of 9/30/23) which provide grants and scholarships. Distributions based on donor intent, options to reinvest, historic gift values, investment and spending policies (take the twenty-quarter/five-year average and apply a percentage to it), variance powers, asset allocations, market volatility, grant cycles, administrative fees, national standards, and best practices were explained.

The library and the Friends of the Library can apply for Main Street Community Foundation grants. The general grant cycle begins around January 15th.

Ms. Sadecki then presented an overview and update 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

The Frederick T. Manross Trust annual distribution is split 50/50 between the library and the Bristol Hospital. Private foundation rules apply to the calculations; it has its own portfolio and tax return. Distributions are automatic and do not require a vote. Discussion followed regarding the will, use of the Manross name, and location of the library property. Manross Library is owned by the city.

Ms. Sadecki encouraged the Library Board to accept available distributions and to spend the money on programs, for example, that benefit the entire community, which is its purpose. It does not hurt the future purchasing power of the funds to accept distributions. The money is meant to supplement, not supplant, what the library receives from the city.

Discussion followed regarding use of the community outreach vehicle.

b. Property Committee

No Report.

c. Policy Committee

No Report.

d. Strategic Planning Committee

Library Director Prozzo thanked Director Salvatore for her edits and clarifications to the 2024-2027 Strategic Plan which Director Jakubowski described as concise, pertinent, and relevant. It will serve us well.

Director Frenette MOVED to accept the 2024-2027 Strategic Plan. Seconded by Director Jakubowski. All in favor. None opposed. Motion passed.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

There were no questions regarding the October statistics and Year to Date Budget Report.

b. City Council Liaison Report

No Report.

c. Friends of the Library

- (1) Director Salvatore confirmed that the Friends' Bookstore will be open again on Saturdays beginning on January 6, 2024. They now have 5-6 volunteers to cover the shifts.
- (2) Mini Book Sales are being held in the lobbies of both libraries during the month of December.

d. Community Outreach Committee Report

Director Kanachovski will meet with Library Director Prozzo after the holidays to prepare for the April Youth Author Event with Rajani LaRocca. The Children's Department has begun working on "lead-up" programs in conjunction with their participation with "The Giant Room." The Bristol Public Library is one of five libraries in the state piloting with this organization to encourage literacy.

Item 7- Old Business

a. Fiscal Year 2025 Budget

Library Director Prozzo will begin inputting the Fiscal Year 2025 budget into MUNIS soon. It must be submitted by January 12, 2024. The Comptroller has requested that the non-salary accounts be maintained at current levels or less. The only

increases were on the salary line. After the first of the year, we will have a revenue update and the quarterly distribution numbers from Main Street. We are in good shape.

The Manross Budget is \$442,735 for the whole year. Most of it goes to salaries. It doesn't take a lot of money to keep Manross open. Beth Martin, Supervisor of Branch Services, is tracking the numbers. Chairperson Carpenter suggested being prepared with demographic data.

Director Jakubowski MOVED to approve the Draft of the Fiscal Year 2025 Budget. Seconded by Director Frenette. All in favor. None opposed. Motion passed.

Library Director Prozzo will notify Jodi McGrane.

b. Replacement Locks & Master Key at Manross Library

Hartley Lock & Key submitted a proposal in the amount of \$2,915.00 (materials and labor) to replace various cylinders, locks, and levers with the goal of transitioning to one master key at Manross Library. Library Director Prozzo pointed out that this is a quicker solution than key cards which are cost prohibitive at this time. However, she is considering key card entry on one door (employee entrance) at the Main Library.

Director Kapchensky MOVED to approve using Manross Trust Fund money for replacement locks at Manross Library. Seconded by Director Kanachovski. All in favor. None opposed. Motion passed.

Discussion followed regarding the possible future use of one quarterly distribution (approximately \$25,000) from the Manross Trust to pay for one year of Hoopla digital content. Currently, we circulate 1,000 - 1,200 Hoopla items per month with a four-item limit per patron. Community members of all ages benefit from this resource, which honors donor intent.

Item 8- New Business

- a. Chairperson Carpenter requested an updated list of Library Board Members' terms and upcoming reappointments.

Item 9- Adjournment

There being no further business, Director Kapchensky made a motion to adjourn the meeting at 7:42 p.m. Seconded by Director Frenette. All present voted in favor and the meeting adjourned.

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.