

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, FEBRUARY 7, 2022

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

ATTENDEES: Nicholas Jakubowski, Andrea Kapchensky, Pina Salvatore, Eric Frenette, Jarre Betts, Lacea Stewart-Roman and Elizabeth Kanachovski.

Library Director Deborah Prozzo and Recording Secretary Jennifer Chapdelaine.

Absent: Valina Carpenter, Barbara O'Neill and Council Liaison Sebastian Panioto

Item 1- Call to order

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

Item 2- Audience Participation

None.

Item 3- Approval of Minutes

Director Kapchensky MOVED to approve minutes of the January 3, 2022 Regular Meeting with the correction of the word Foundation in place of Association in item 6a. Seconded by Director Betts. Motion passed.

Item 4- Communications

Thank you card received from patron expressing the Library as a vital community service.

Email received from Dr. Josh Medeiros from the Park, Recreation, Youth and Community Services Department requesting the use of 6 Library parking spaces for Parks Department vehicles during the City Hall renovation.

Thank you card from former Board Member.

Item 5- Committee Reports

a. Finance Committee

No Report.

(1)Vote to accept or reinvest quarterly distributions from Main Street Community Foundation.

Director Kapchensky MOVED to accept the Bristol Libraries Fund 1st quarter 2022 distribution of \$1,137.50 from the Main Street Foundation. Seconded by Director Stewart-Roman. All in Favor. One Abstention. Motion passed.

Director Frenette MOVED to accept the Samuel Goodsell 1st quarter 2022 distribution of \$7,645.00 from the Main Street Foundation. Seconded by Director Kanachovski. All in Favor. One Abstention. Motion passed.

Director Kapchensky MOVED to reinvest the Manross Memorial Fund 1st quarter 2022 distribution of \$25,742.50 from the Main Street Foundation. Seconded by Director Jakubowski. All in Favor. One Abstention. Motion passed.

b. Property Committee

No Report.

c. Policy Committee

No Report.

d. Strategic Planning Committee

Director Jakubowski reported that the Strategic Plan is currently under review and a new plan is in the works.

Item 6- Ad-Hoc Committee Reports

a. Directors Report

1) December statistics highlights (library activities impacted by uptick in COVID numbers):

- Overall circulation is down by 9%
- Internet usage by the public increased 192%
- Database usage increased by 81%
- Number of items cataloged increased in all categories
- Number of programs and attendance continues to make progress
- Patron visits increased by 13%
- Meeting Room bookings and attendance was up by over 1150%
- WiFi sessions numbered 5,237

2) Monthly Budget Report: Spending in all departments looks to be on track for this point in the fiscal year. Last year's numbers are in parentheses. As of February 1, 2022:

- 75.6% (13.4%) - Library Revenue
- 62.9% (59.4%) - Main Library
- 84.6% (93.5%) - Children's Library
- 63.6% (65.1%) - Manross Library
- 61.5% (61.9%) - Library Trust Funds

Scott and I met with the comptroller's Dept. and John Smith, chair of the BOF to review the Library budget. No changes were made with the exception that I was asked to submit the Community Outreach Vehicle as an ARPA request. Scott and I worked on that and submitted it on Wednesday, January 19. Now it will be reviewed by the ARPA Committee. The Library's budget hearing before the Board of Finance is scheduled for Monday, February 28 at 6:00 pm.

3) Highlights of library activities:

- The Bristol Lion's Club donated \$200.00 to the Children's Department at the Bristol Public Library to purchase books for children and young adults about diversity and multi-culturalism.
- Panda Story Time in the Fairytale Forest--30 panda-lovers joined PATTY PANDA in the Fairytale Forest to hear Miss Emma read Panda stories, sing songs, and dance! Patty was very fresh, as usual!
- Teens awaiting their finished products from the 3D Printer in the YA Department.
- Patrons making progress on a holiday-themed puzzle. The puzzle table has been relocated to the second floor with more space for passive activities
- Nancy Roman guided patrons in a Paint Your Pet Portrait Session using watercolors and a grid method for amazing results.

4) Staff News: Evelyn Fisher, Assistant Branch Services Librarian, has accepted a position with the Cheshire CT Public Library and her last day was Friday, January 28, 2022. The position has been posted internally and there were no applicants. It will now be advertised on the outside. As a result of this, I would like to thank Valerie Toner and the staff of the Children's Dept. for pitching in at Manross with story time and other children's programs in order to have minimum disruption of this important community service.

5) AV equipment upgrade in all three meeting rooms has been completed including new laser projectors and audio.

b. City Council Liaison Report

No Report.

c. Friends of the Library

Friends of the Bristol Public Library Used Book sale is going on March 2nd to March 6th. No book donations will be accepted Feb 7th through March 7th.

d. Bookmobile Committee Report

No Report.

Item 7- Old Business

- a. Director Salvatore mentioned that there needs to be a Board Meeting Calendar adjustment, October 2022 meeting is on Monday October 3rd and not Tuesday October 4th.

Director Kapchensky questioned if the Charles Wooding picture had been repaired, in which the picture was repaired. She also asked if there was any more movement on Bristol Press digitization which there has not been.

Director Prozzo announced that she met with Dave Oakes from Public Works and Dalene Flooring regarding partial carpet replacement on the lower level and possibly the main staircase. Public Works has budgeted \$14,000 for partial carpet replacement on the lower lever. The main staircase, there is the possibility of needing to use Centennial Fund Money to re-carpet the staircase to keep with preservation. Dalene Flooring came and measured and we are waiting on a quote.

Item 8- New Business

None

Item 9- Adjournment

There being no further business **Director Jakubowski made a motion to adjourn the meeting at 7:17 p.m. Seconded by Director Frenette. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Jennifer Chapdelaine

This meeting was digitally recorded.