

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, MARCH 7, 2022

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

ATTENDEES: Nicholas Jakubowski, Andrea Kapchensky, Pina Salvatore, Eric Frenette, Jarre Betts, Elizabeth Kanachovski, Valina Carpenter, Barbara O'Neill and Council Liaison Sebastian Panioto.

Library Director Deborah Prozzo and Recording Secretary Jennifer Chapdelaine.

Absent: Lacea Stewart-Roman

Item 1- Call to order

Chairperson Carpenter called the meeting to order at 6:30 p.m.

Item 2- Audience Participation

None.

Item 3- Approval of Minutes

Director Kanachovski MOVED to approve minutes of the February 7, 2022 Regular Meeting. Seconded by Director Frenette. Motion passed.

Item 4- Communications

Letter from Main Street Community Foundation informing checks for the 1st Quarter distributions for the Samuel Goodsell and Bristol Library Funds were sent to the Comptroller's Office.

Item 5- Committee Reports

a. Finance Committee

No Report.

b. Property Committee

Manross upper parking lot needs repaving. Laviero to quote the job. Main Library front steps need concrete work. Lodivico looked at scope of work this past Saturday. Quote to come. Possibility that the work could be done under Historic Preservation Grant.

c. Policy Committee

No Report.

d. Strategic Planning Committee

No Report.

Item 6- Ad-Hoc Committee Reports

a. Directors Report

- 1) January statistics highlights (statistics still impacted by elevated Covid numbers during January):

- Overall circulation is down by 7%

- Internet usage by the public decreased by 4%
- Database usage decreased by 28%
- Number of items cataloged increased in all categories, especially children's materials
- Number of programs increased by 119% and attendance by 74%, largely due to in-person programs resuming in the children's department
- Patron visits increased by 5%
- Meeting Room bookings and attendance was up by 1800% and 3220% respectively
- Wi-Fi sessions numbered 5924

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 March 3, 2022:

- 110.8% (26.3%) - Library Revenue
- 69.0% (66.8%) - Main Library
- 89.6% (93.6%) - Children's Library
- 68.3% (72.9%) - Manross Library
- 56.6% (71.4%) - Library Trust Funds

I presented the Library budget before the Board of Finance on Monday, February 28 at 6:00 pm. I provided the members with an overview of our current fiscal year goals and accomplishments, highlights of next fiscal year's requests, and the capital outlay request for the community outreach. This was followed by questions from the Board.

3) Highlights of library activities:

- Pumpernickel Puppets visits the Children's Library and makes a new friend.
- Artist of the Month program with Miss Jayne explores Grant Wood. A young artist hard at work!
- The Big Purple Gorilla greets children in the Fairy Tale Forest at a recent program in the Children's Department.
- NY Times best-selling author Marie Benedict joined us for our second virtual Fireside Chat on February 17. Over 75 attendees from as far away as Arizona enjoyed a wonderful presentation by Marie followed by a Q & A.
- Piglet was quite the celebrity, along with his other family members! Over 90 Piglet fans showed up in spite of snow squalls that afternoon.

4) Staff News: posting for the Assistant Branch Librarian at Manross has closed as of Friday, March 4. HR and I are reviewing the applicants. The position of Library Assistant at Manross Library has been posted internally due to Verna Delcegno's retirement in April. If there are no inside applicants then it will go to the outside.

b. City Council Liaison Report

Council Liaison Panioto reported that the Board of Finance mentioned Director Prozzo was well organized for her budget presentation. He also mentioned that he spoke with the Mayor regarding the new vehicle for the Library and that other options may be available if the vehicle does not go through the ARPA Grant.

c. Friends of the Library

Director Salvatore announced the Friends of the Bristol Public Library Used Book sale last week brought in approximately \$6,500 in sales. Also, April 3rd starts National Library week.

d. Bookmobile Committee Report

No Report.

Item 7- Old Business

None

Item 8- New Business

The 2022 Author Luncheon is on Thursday, October 20th. An announcement trailer is in the works. Also working on the author for 2023, a contract is in process.

Item 9- Adjournment

There being no further business **Director Frenette made a motion to adjourn the meeting at 7:05 p.m. Seconded by Director Jakubowski. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Jennifer Chapdelaine

This meeting was digitally recorded.