

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, APRIL 1, 2024

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

ATTENDEES: Valina Carpenter, Nicholas Jakubowski, Thomas Jensen, Elizabeth Kanachovski, Andrea Kapchensky, Kimberly Ploszaj, Pina Salvatore, and Council Liaison Sebastian Panioto.

Library Director Deborah Prozzo and Recording Secretary Ruth Vontell.

Absent: Eric Frenette, Barbara O'Neill, and Assistant Library Director Scott Stanton

Item 1- Call to order

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

Item 2- Public Participation

None.

Item 3- Approval of Minutes

Director Kapchensky MOVED to approve the minutes of the March 4, 2024 Regular Meeting. Seconded by Director Kanachovski. All in favor. None opposed. Motion passed.

Item 4- Communications

Library Director Prozzo received a letter from Bristol CERT thanking the Main and Manross libraries for being collection sites for the All-Heart Food Drive. Agape House was very appreciative of the large number of donations received.

Harley Graime notified Library Director Prozzo that he was withdrawing his request to use the main library on Friday evenings. He has found an alternate site for his meetings.

Item 5- Reports and 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 2nd quarter 2024 distribution of \$1,157.50 from the Main Street Community Foundation. Seconded by Director Jakubowski. All in favor. None opposed. Motion passed.

This fund currently has \$5,591. The money can roll over from one fiscal year to the next which makes it easier to purchase large ticket items. It's often used for technology upgrades in the computer lab and meeting rooms.

Director Jakubowski MOVED to accept the Samuel Goodsell 2nd quarter 2024 distribution of \$7,765.00 from the Main Street Community Foundation. Seconded by Director Jensen. All in favor. None opposed. Motion passed.

Year-to-date we've spent just over \$23,000.

Director Ploszaj MOVED to accept the Manross Memorial Library Fund 2nd quarter 2024 distribution of \$27,090 from the Main Street Community Foundation. Seconded by Director Jakubowski. All in favor. None opposed. Motion passed.

Currently, there is \$22,035.95 in this account with \$790 encumbered for programming. Year-to-date we've spent \$36,235.05 on Hoopla, author events, books and programs at Manross, etc.

Downloadable audio and e-books have the highest circulation but are very expensive. Two bills are being considered in the state legislature to help libraries with the cost.

b. Property Committee

No Report.

Director Kapchensky asked for the status of the carpet installation on the second floor. Library Director Prozzo stated that the project begins tomorrow. Tweed carpet tiles will be used. The custodians, Reference Department staff, and Seth Ramos from the Computer Lab worked to clear out the DVD and public computer area. The job should be completed in one day.

Director Kanachovski asked about solar at Manross. Library Director Prozzo checked with Dave Oakes and Manross is not eligible for the program. They've suspended the program. It would be costly to put solar panels on the building ourselves.

Library Director Prozzo has the name of a consultant she can reach out to for an initial, free consultation for a space study at Manross, which may lead to future upgrades. The Property Committee will be involved.

c. Policy Committee

No Report.

Director Kanachovski suggested that the Policy Committee and Chairperson Carpenter write a letter to the city's Winter Agency Committee requesting a policy that defines the library's role during cold weather protocol and other storm related events. It should provide clarification, guidelines, and specific expectations for best serving the homeless population during emergency situations. Discussion followed regarding the need for

better communication and preparation, CERT's role, trained volunteers, staffing issues (overtime/unions), meeting room usage (reservations/library programs), building requirements (heat, A/C, power/generator, kitchen, showers, pet-friendly), and stocking supplies in advance. Council Liaison Panioto has discussed this issue with the mayor and Attorney Tom Conlin.

d. Strategic Planning Committee

No Report.

e. Library Director's Report

1) February statistics highlights:

- Overall circulation is up by 1% with downloadables driving the increase. We serve the community better by offering more formats.
- Internet usage increased by 20%
- Database usage increased by 114%
- Number of people using the Bristol History Room increased 238% due to the Reference Department being fully staffed. Multiple staff members now man the room which broadens the offerings and hours.
- Number of items cataloged increased by 4%
- Number of programs increased by 9% and attendance by 40% although the Young Adult (upper middle school and high school) numbers decreased. The YA area is appealing with special furniture, internet stations and a 3-D printer, but this is traditionally a tough age group to serve. We remain cautiously optimistic and keep trying.
- Patron visits (foot traffic) increased by 14%
- WiFi sessions were up by 40% with a record number of sessions to date: 9,305

2) Monthly Budget Report: Spending in all departments looks to be on track as we enter the last quarter of the fiscal year. The numbers are in line with last year's. As of March 26, 2024:

- Library Revenue @ 141.6% - The detail report shows that we've brought in \$16,993.43 so far. It's realistic to budget for \$12,000 to \$15,000 in revenue from fees, room rentals, and copying/printing charges. This money does not go to the library; it goes to City Hall for the general fund or contingency fund. It was a smart move on the part of the Library Board not to increase the copying/printing charges.
- Main Library @ 72.2% - Last year we were at 72.0%. I'm running weekly budget reports to track bills, spending, and 50-60 open POs. We've had to make some transfers to cover some overages, but nothing out of the ordinary.

- Children's Library @ 75.7% - We were @ 82.6% this time last year. There's \$171 left in professional fees. Lots of money has been encumbered with Baker & Taylor for books and DVDs.
- Manross Library @ 72.7% - We were at 74.4% last year. We had to move a little money to cover the water and sewer bill.
- Manross Trust Fund @ 62.7% - We have \$22,035.95 available.
- Goodsell and Main Library Trust Funds @ 52.7%

The Board of Finance workshops are upcoming. We now wait to hear about next year's budget.

3) Highlights of library activities:

- Sunday Hours have ended. The numbers were okay. Unfortunately, we had bad weather on the first Sunday and we were unable to open. Also, we had trouble with the gate counters which were down twice for 3 days. We lost statistics for those two Sundays. If the Board of Finance doesn't cut our overtime budget, I am considering replacing Sunday hours with more community outreach events like the Farmers' Market. This idea has been discussed with the supervisors. Director Ploszaj asked what percentage of libraries have Sunday hours. Library Director Prozzo said she would need to look at the annual state report but she knows that some libraries have Sunday hours all year long and some libraries use a completely different staff to cover those shifts.
- This summer, we will have an intern from library school helping in the Children's Department. She is in her last semester of an online program at Texas Woman's University.

4) Staff News: We are losing Emma Kornetov, our Floater/Children's Assistant. Her last day will be April 13, 2024. Library Director Prozzo completed the necessary paperwork and submitted it to the mayor. When he signs off, the position can be posted. We want to fill it before the busy Summer Reading season.

f. City Council Liaison Report

Council Liaison Panioto reported that a budget workshop will be held in a couple days.

g. Friends of the Library

Director Salvatore reported that the Friends will have a meeting on April 18, 2024 at 6:00 p.m. at the Main Library. You must be a member to attend, but you can join that evening.

National Library Week is April 7th - 13th and National Library Workers Day is April 9th. Please remember to thank a librarian that day for all they do for the community. The Friends will celebrate by providing lunch for the staff.

h. Community Outreach Committee Report

Director Kanachovski recently attended a program at Manross to promote the Youth Author Event which will be held on April 11th at the Main Library. She helped patrons register. The Giant Room, music and art consultants from New York City, was also involved. There was a lot of energy and the kids were great.

Item 6- Old Business

None

Item 7- New Business

a. Library Director Prozzo made four trust fund expenditure requests for the Library Board's consideration.

- (1) **Director Ploszaj MOVED to use money from the Manross Miscellaneous Trust Fund account to purchase a Toro self-propelled lawn mower for the Manross Branch based on the quote from City True Value Hardware for \$479.99. Seconded by Director Kapchensky. All in favor. None opposed. Motion passed.**
- (2) **Director Ploszaj MOVED to use money from the small Main Library Trust Fund account to purchase a new Creality high-speed 3-D printer for the Computer Lab based on a quote for \$563.06. Seconded by Director Kanachovski. All in favor. None opposed. Motion passed.**

There was discussion regarding relocating the current 3-D printer, maintenance of the new machine, the warranty, supplies and filaments, etc. There is no charge for Seth or Jose's programs.

- (3) The 14 perimeter heating and air conditioning units at Manross are original and date back to 1975. They don't make them anymore and it's becoming difficult to find parts. Four of them do not work at all. The units need to be replaced, which is part of the Strategic Plan. Library Director Prozzo recommends using Frederick Manross Trust Fund money to pay for this mechanical project. There's over \$800,000 in that account at City Hall. Traditionally, this money is used to make major repairs and upgrades like the restrooms and elevator at Manross. Mark Bolduc obtained quotes from two companies that are on the state contract. He knows both contractors very well and they are familiar with our units. Air

Temp, which does a lot of work for us at both libraries, came in at \$78,000 for labor and materials to retrofit/rebuild the existing BTU units and metal cabinets. The cost would be \$5,950 per unit with a price break for doing all 14 at once. The second quote from Sav-Mor is higher at \$99,800 but it's for completely brand-new units and cabinets. They have worked on these units for us in the past. Both companies are willing to do just a few units based on a dollar amount we are willing to spend. The mayor and the comptroller have agreed to have the city pay \$55,000 for replacement windows at Manross if the HVAC units are paid for with trust fund money. There were questions about dimensions, dials, efficiency, warranties, longevity, etc. so Library Director Prozzo will have Mark contact the two companies for further information and clarification. Voting on this topic was postponed until the May 6, 2024 meeting.

- (4) **Director Kanachovski MOVED to use money from the Special Gifts and Donations account to purchase a portable Nessel Petite Lactation Pod for \$7,349 (lowest of 6 quotes) to be installed on the lower level of the Main Library in compliance with the PUMP Act. Seconded by Director Ploszaj. All in favor. None opposed. Motion passed.**

The new City Hall has a "Mother's Room." We don't have a suitable space, but must comply with the law. Lactation pods range in price depending on the different features selected, including a locking door for privacy, occupancy indicator, seating, electrical and USB outlets, mirror, ventilation, sound absorbing insulation, wi-fi, non-porous bleach cleanable surfaces, shatterproof plexiglass, skylight with privacy film, signage, etc. Library Director Prozzo looked into grants and wellness money to help pay for this purchase but time is tight to get the unit in place in 6 weeks.

- b. **Director Jakubowski MOVED to close the library on Saturday, May 25, 2024 for the Memorial Day holiday weekend. Seconded by Director Kapchensky. All in favor. None opposed. Motion passed.**

Item 8- Adjournment

There being no further business, **Director Kapchensky made a MOTION to adjourn the meeting at 7:50 p.m. Seconded by Director Salvatore. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.