

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JUNE 3, 2024

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

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

Absent: Kimberly Ploszaj and Council Liaison Sebastian Panioto

Item 1- Call to order

Chairperson Carpenter called the meeting to order at 6:34 p.m.

Item 2- Public Participation

None.

Item 3- Approval of Minutes

Director Kanachovski MOVED to approve the Minutes of the May 6, 2024 Regular Meeting. Seconded by Director Frenette. All in favor. None opposed. Motion passed.

Item 4- Communications

None.

Item 5- Reports and Committee Reports

a. Finance Committee

No Report.

b. Property Committee

No Report.

c. Policy Committee

No Report.

Director Kanachovski reminded the committee to communicate in writing with the community outreach group working with the city's homeless population by September to request information regarding the library's specific responsibilities.

d. Strategic Planning Committee

No Report.

e. Library Director's Report

1) April statistical highlights:

We had a very good April with lots of increases.

- Overall circulation increased by 10%
- Public Internet usage increased by 14% (corrected number)
- Database usage increased by 58% (corrected number)
- Patron visits increased by 14%
- Patron Registrations increased by 40%
- Meeting Room bookings and attendance were down by 33% and 23%
- Computer Lab activity was down by 47%
- Wi-Fi sessions totaled 13,091 which is the highest number since we've been keeping stats.

2) Monthly Budget Report:

We're in the last quarter of the fiscal year. It's time to get orders in, close POs, and use up allocated money on various line items.

- **171.5% @ Library Revenue:** We are well over the projected amount. The detail report shows the monthly deposits in the various areas. We had lots of lost and paid items. The amount will be revised/increased slightly on next year's budget.
- **84.5% @ Main Library:** We are monitoring the line items daily and will come close to spending 100%. We had 2 overages in "Other Wages" and "Printing & Binding" which will be covered by a transfer that went to the Board of Finance last week.
- **85.5% @ Children's Library:** The small amount left in professional fees will be used for an upcoming program. Some program supplies money is encumbered with Baker & Taylor. A new database will be added as a live link on the children's webpage by 7/1/24. The offerings include ABDO Zoom Animals, Biographies, STEAM, and Animales (Spanish). Valerie Toner will be responsible for doing the publicity.
- **83.9% @ Manross Library:** They are on track. The detail report shows that Manross Library Trust Fund money has been spent on author events, special programs, books, database additions, Hoopla, etc. Unused money will carry over to the next fiscal year.
- **53.9% @ Library Trust Funds:** Goodsell funds have been used to purchase reference books and exciting new databases for our community.
- The newest addition on our website is a streaming service called Kanopy PLUS. The 4 packages included with our 1-year subscription are: World Cinema, British Cinema & TV, Episodic TV Series, and Diversity. We are working on a PR blast.

3) Library Highlights:

Summer Hours will begin soon. Both libraries will be closed on Saturdays after June 8th until after Labor Day.

The Adult Summer Reading Program started on June 1, 2024 with a kick-off concert by the Sharades Band. We had a great turn out with lots of audience participation. Deanna Foular, our Readers' Advisor, took the lead and put the summer reading program registration and other information online. I encourage all Library Board members to sign up and join the community of readers in Bristol.

The Children's Department staff have been busy visiting schools to promote the summer reading program, which will include free lunch. It begins after school gets out.

The Manross Branch held a 5-week program called "Hatch the Chicken." They set up an incubator and heat lamp. Two chicks hatched and were sent back to the farm after a couple weeks.

4) Staff News:

We will be holding interviews this Thursday for the vacant Children's Assistant position. We hope to fill it by the end of June since summer will be busy.

A summer intern started today in the Children's Department. She is an MLS graduate student. This is a great learning opportunity for someone going into the field. She is our fourth intern.

5) 2024 Author Luncheon:

The event will take place on Thursday, October 10, 2024 at the DoubleTree. The menu is being finalized. The Friends of the Library will begin selling \$37.00 tickets on August 1st. The Author Reveal will be held on Monday, July 15, 2024 at 2:00 p.m. at the Main Library.

f. City Council Liaison Report

No Report.

g. Friends of the Library

Director Salvatore announced that the Friends will partner with the library staff at the Farmers' Market. The Saturday dates are as follows: 6/29, 7/13, 7/20, 8/10, 8/24, 9/7, 9/21, 10/5, and 10/19. The Friends will not be selling books this year. Instead, they will be giving out small activity booklets to the kids and holding a raffle for a gift card to a local restaurant. Library Director Prozzo encouraged the Library Board members to attend and participate in the Farmers' Market events.

Director Kanachovski questioned using trust fund money to cover the approximately \$5,700 in overtime salaries for library staff to work on these 9 Saturdays. She suggested that the city contribute. Discussion followed regarding the definition of operating expenses, the value of promoting library services, opportunities to be visible in the community, and the benefits of circulating items and registering new cardholders.

Director Salvatore reported that there will be a mini summer book sale in the lobbies of both libraries from June 7th to June 21st.

Director Salvatore handed out a flyer regarding family art nights funded by the Memorial Wall in honor of Jayne Bogucki, an art teacher and Friend of the Library who passed away last year. Two Friends of the Library volunteers will assist library staff with the arts & crafts on Tuesday evenings beginning at 6:00 p.m. from June 25th through August 6th at the Main Library.

h. Community Outreach Committee Report

No Report.

Director Kanachovski commented on the Silent Reading program at Manross. She said it was nice to see a few people participating when she stopped in. She truly appreciates the "synergy" there.

Item 6- Old Business

- a. Donate Button: Library Director Prozzo met with Comptroller Diane Waldron, Marie O'Brien, our Board of Finance liaison, and Ryan Bodley, Deputy Treasurer, regarding the use of a donate button on our website. Many positive things came out of the discussion. We don't need to go through the city to link the button to the trust funds held at Main Street Community Foundation. Susan Sadecki sent us the link and suggested starting with the Bristol Libraries fund which is the smallest and has the fewest restrictions. A donate button also can be linked to the Centennial Fund which has \$144,000 available in an expenditure account. If the city keeps the account, the entire amount is available and use is discretionary. If it's turned over to Main Street, the fund will grow and we can take the interest. The original documents, which were set up by Corp Counsel around 1995, will need to be looked at to determine original intent. It has been used at the Main Library for carpet and RFID projects. Library Director Prozzo suggested renaming it the Second Century Fund. Marie O'Brien is in favor of this. Director O'Neill stressed the importance of making sure the money stays out of the General Fund. Library Director Prozzo discussed her extensive research on several non-profit fundraising software options like Little Green Light and Qgiv, as well as user-friendly payment methods like Pivotpay and the more familiar PayPal, which is easy to set up and simple to use. There are benefits to software that generates data and thank-you notes to donors. We've been asked to wait until the Comptroller looks into using a donate button more

broadly throughout the city to include other departments. If that happens, the library will not have to cover the complete cost of the software. Chairperson Carpenter suggested that the Finance Committee meet to further discuss the various options. This informational meeting will be held at 5:30 p.m. on Monday, July 1, 2024 just prior to the Library Board meeting.

- b. Mileage Marker: Assistant Library Director Stanton reported that Frances Coan is holding onto the mileage marker for now until a determination is made about whether he has the ability to donate this item to the library. No one at DOT will sign off on this. The mayor will contact the governor.
- c. Manross HVAC Project: Richard "Rick" Brayall from Air Temp sent us an updated quote dated May 20, 2024 for \$82,000. The original quote was for \$78,000. He needs to retrofit all 14 perimeter units even though Sav-Mor had updated some of them in the past. Frederick Manross Trust Fund money has been used for other building projects, including paving, elevator, and restroom upgrades. There is \$880,000 available from interest earned.

Director Frenette MOVED to approve the use of Frederick Manross Trust Fund money to pay Air Temp \$82,000 to complete the HVAC perimeter units project at the Manross Library. Seconded by Director O'Neill. All in favor. None opposed. Motion passed.

The next big project will be replacing leaky windows at Manross. This will come out of the city's Building Department budget.

Item 7- New Business

- a. Social Media Policy: Director Salvatore sent an email to the Library Board with a draft of the proposed Social Media Policy prepared by Assistant Library Director Scott Stanton in accordance with ALA guidelines. Please review it and email any questions, comments, or revisions. Be sure to copy everyone. The Policy Committee will hold an informational meeting on Monday, July 1, 2024 at 5:30 p.m. just prior to the Library Board Meeting. This will be a joint meeting with the Finance Committee. No votes will be taken. The social media accounts are currently monitored by the Director, Assistant Director, Computer Lab Supervisor, Supervisor of Children's Services, and Supervisor of Branch Services.

Item 8- Adjournment

There being no further business, **Director Jakubowski made a MOTION to adjourn the meeting at 7:35 p.m. Seconded by Director Frenette. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.