

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, APRIL 4, 2022

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

ATTENDEES: Nicholas Jakubowski, Andrea Kapchensky, Pina Salvatore, Eric Frenette, Lacea Stewart-Roman, Elizabeth Kanachovski, Valina Carpenter, Barbara O'Neill and Council Liaison Sebastian Panioto. Library Director Deborah Prozzo and Recording Secretary Jennifer Chapdelaine.

Absent: Jarre Betts

Item 1- Call to order

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

Item 2- Audience Participation

Roll call was requested by audience member.

Item 3- Approval of Minutes

Director Kapchensky MOVED to approve minutes of the March 7, 2022 Regular Meeting. Seconded by Director Salvatore. Motion passed.

Item 4- Communications

Letter regarding the Frederick Manross Trust from Regional 19 Probate Court was received withdrawing any interest.

Email received from Christopher Soper in the IT Department requesting permission to install cameras to the wall in Meeting Rooms 1 and 2. **Director Jakubowski MOVED to table issue to New Business on this Agenda. Seconded by Director Kapchensky. Motion passed.**

Item 5- Committee Reports

a. Finance Committee
No Report.

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

Director Frenette MOVED to accept the Bristol Libraries Fund 2nd quarter 2022 distribution of \$1,137.50 from the Main Street Community Foundation. Seconded by Director Stewart-Roman. All in Favor. One Abstention. Motion passed.

Director Kanachovski MOVED to accept the Samuel Goodsell 2nd quarter 2022 distribution of \$7,645.00 from the Main Street Community Foundation. Seconded by Director Kapchensky. All in Favor. One Abstention. Motion passed.

Director Jakubowski MOVED to accept the Manross Memorial Fund 2nd quarter 2022 distribution of \$25,742.50 from the Main Street Foundation. Seconded by Director Stewart-Roman. All in Favor. Motion passed.

- (2) Vote to use Manross Trust Funds for AV upgrade in Manross Memorial Library lower meeting space and for the purchase of Children's Wonderbooks.

Director Jakubowski MOVED to purchase Wonderbooks for \$1,027.00 from Manross Trust Funds. Seconded by Director Frenette. All in Favor. Motion passed.

Director Kapchensky MOVED to have Director Prozzo obtain a quote for AV upgrades from RnB. Seconded by Director Salvatore. All in Favor. Motion passed.

b. Property Committee

- (1) Dalene Flooring Update.

The quote from Dalene flooring was \$10,628. This includes the meeting room and lower level borders and the front staircase. Project will be paid by City funds.

- (2) Vote to use Centennial Fund money for repair of Main Library front steps.

Director Kapchensky MOVED to use \$9,400 in Centennial Funds to repair the front step. Seconded by Director Frenette. All in Favor. Motion passed.

- (3) Manross Memorial Library parking lot update.

Laviero quoted \$40,100 for repaving of the lot. The City could also do the job, a quote for asphalt would need to be obtained as well as the labor costs for City staff.

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
- WiFi 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

No Report.

c. Friends of the Library

Director Salvatore announced April 3rd starts National Library week and Tuesday, April 5th is National Library Workers Day.

Also, The Friends Annual Meeting is at 10 am on April 23, 2022.

d. Bookmobile Committee Report

No Report.

Director Kanachovski MOVED to change the name of the Committee from Bookmobile to Community Outreach. Seconded by Director Jakubowski. All in Favor. Motion passed.

Committee members will remain the same.

Item 7- Old Business

None

Item 8- New Business

The IT Department has requested to mount cameras in Meeting Rooms 2 and 3, to the wood ceiling areas in the corners nearest the power and usb connections. Three holes will be drilled per camera and will be used solely for City Board use.

Director Frenette MOVED to have Director Prozzo use her best judgement when making this decision and to obtain any agreements in writing. Seconded by Director Jakubowski. All in Favor. Motion passed.

Item 9- Adjournment

There being no further business **Director Kapchensky made a motion to adjourn the meeting at 7:22 p.m. Seconded by Director O'Neill. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Jennifer Chapdelaine

This meeting was digitally recorded.