

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JULY 1, 2024

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

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

Library Director Deborah Prozzo and Recording Secretary Ruth Vontell.

Absent: Nicholas Jakubowski and Barbara O'Neill.

Assistant Library Director Scott Stanton.

Item 1- Call to Order

Chairperson Carpenter called the meeting to order at 6:31 p.m.

Item 2- Public Participation

None.

Item 3- Approval of Minutes

Director Salvatore MOVED to approve the minutes of the June 3, 2024 Regular Meeting. Seconded by Director Kapchensky. All in favor. None opposed. Motion passed.

Item 4- Communications

None.

Item 5- Reports and Committee Reports

a. Finance Committee

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

Director Kapchensky MOVED to accept the Bristol Libraries Fund 3rd quarterly 2024 distribution of \$1,157.50. Seconded by Director Ploszaj. All in favor. None opposed. Motion passed.

Director Ploszaj MOVED to accept the Samuel Goodsell Library Fund 3rd quarterly 2024 distribution of \$7,765.00. Seconded by Director Jensen. All in favor. None opposed. Motion passed.

Director Kanachovski MOVED to accept the Manross Memorial Library Fund 3rd quarterly 2024 distribution of \$27,090.00. Seconded by Director Ploszaj. All in favor. None opposed. Motion passed.

Discussion followed regarding the many and various uses of Manross Trust Fund money this past fiscal year, including the Author Luncheon.

Chairperson Carpenter provided a summary of the Finance Committee's Informational Meeting which was held just prior to this Library Board meeting.

There are pros and cons to keeping the Centennial Fund with the city where we have easy access to the money or moving it to Main Street Community Foundation where the returns would be higher but we could only access the interest via periodic distributions. Library Director Prozzo gave a brief history of the Centennial Fund which dates back to February 1992. It was established on September 11, 1995. Attorney Edward Krawiecki did the paperwork. The Library Board was given full responsibility for managing the fund, including investing the money and reporting the interest earned to the Comptroller. Board of Finance Liaison Marie O'Brien and Library Director Prozzo have discussed renaming it the Second Century Fund and growing it through fundraising. The original intent of the Centennial Fund was for use at the Main Library. For example, the money paid for the RFID project about 10 years ago. Discussion followed regarding the possibility of splitting the Centennial Fund between the city and Main Street Community Foundation.

The Finance Committee also discussed putting a donate button on the library website which would link directly to Main Street Community Foundation. Susan Sadecki has suggested linking it to the Bristol Libraries Fund which is the smallest one, needs to grow, and has the widest use. Library Director Prozzo recommended having a second donate button which would link to the Centennial Fund. Descriptions of each fund would appear on the library website next to the buttons.

At the Library Board's request, Library Director Prozzo will ask the Comptroller some clarifying questions. There is no Library Board meeting in August, so she will have answers ready for the September meeting.

b. Property Committee

No Report.

c. Policy Committee

No Report.

Director Salvatore explained that the Policy Committee was unable to meet with Assistant Library Director Stanton on June 17th to discuss the Social Media Policy. This meeting will need to be rescheduled before the September Library Board meeting.

d. Strategic Planning Committee

No Report.

e. Library Director's Report

1) May 2024 statistical highlights:

- E-books/Magazines increased by 28%
- Hoopla usage increased by 34%
- Overall circulation decreased by 2%
- Number of questions answered by staff increased by 4%
- Internet usage increased by 7%
- Database usage increased by 39%
- Wi-Fi sessions numbered 14,010 which is amazing. People use the wi-fi both in the building and in the parking lot.
- We've had a large number of sign-ups for Summer Reading.
- On average we serve 140-170 lunches per day. We served over 200 more lunches during the 1st week of summer reading than we did last year.
- We missed some foot traffic because the gates were down for 3 days during a software update. We've had issues with our 10-year-old technology, but have a patch.

2) **Year-to-Date Budget Report:** Fiscal Year '24 ended very strong; however, the budget is not closed yet. We still have invoices coming in and may need to utilize "direct pay." We will be wrapping up FY24 for a few more weeks even though we are officially in FY25 now.

- **183.7%** @ Library Revenue: All areas are higher than expected. The copier charges are reasonable so people utilize the service.
- **91.0%** @ Main Library: We will bring a carryover request to the Board of Finance for program supplies. With subscriptions, we don't want a lapse in service from one fiscal year to the next. Because of the solar program, we used only a small fraction of what we budgeted for public utilities. The city will see a substantial return from the library.
- **89.2%** @ Children's Library
- **84.3%** @ Manross Library
- **56.0%** @ Library Trust Funds: Goodsell money was used to purchase nonfiction books and reference resources both online and in print. Main Library Trust money was used to buy a new 3-D printer and materials for the computer lab.

- **55.2% @ Manross Trust:** The detail report shows all the items purchased this fiscal year with Manross Miscellaneous funds, including wonderful programs, Hoopla, keys, a lawn mower, etc.
- 3) **Staff News:** Interviews were held for the vacant children's assistant position. An offer was made but the candidate turned it down. Our summer intern interviewed for the position and we are waiting to hear news from Human Resources.

Last Friday, Talyn Estores accepted a position in the IT Department at City Hall. The circulation clerk position will be posted.

- 4) **Outreach:** It was a big, successful outreach weekend. We had two teams out in the community on Saturday. One group was at the Farmers' Market where 182 people stopped by the library booth to chat, 33 signed up for summer reading, 8 new library cards were issued, and 23 library cards were renewed. The second group was at BAIMS on the Boulevard for Family Fun Day where over 200 children visited the library booth.
- 5) **Author Luncheon 2024 Update:** The Author Reveal is scheduled for Monday, July 15th at the Main Library. The Author Luncheon will be held on Thursday, October 10th. Tickets go on sale Thursday, August 1st. The cost is \$37.00, which includes a plated lunch in the ballroom at the DoubleTree Hotel.

f. City Council Liaison Report

No Report.

City Council Liaison Sebastian Panioto is getting the word out about the July 15th Author Reveal and free lunches this summer in the Children's Department.

g. Friends of the Library

Director Salvatore reported the following:

The mini book sales in the lobbies of both libraries are over. Rose Ann Chatfield said they were very successful.

The Friends of the Library will be attending several Farmers' Markets along with library staff. They will give away activity booklets to children and hold a raffle.

The Friends are sponsoring the Family Art Nights in memory of Jayne Bogucki. The programs are held on Tuesday evenings at 6:00 p.m. from June 25th through August 6th in the Children's Dept.

During the month of July, yellow-stickered books in the Friends' Café are being sold at half-price. Director Kanachovski inquired about the use of the café. Rose Ann is happy with the sales of both books and beverages.

h. Community Outreach Committee Report

No Report.

Item 6- Old Business

- a. Library Director Prozzo gave an update on the HVAC project at Manross. Although the Library Board voted to approve the \$82,000 expenditure, Roger Rousseau decided that the project needed to go out to bid. Air Temp came in with the low bid at \$84,880.00 which is more than \$2,000.00 over the originally approved amount.

Director Frenette MOVED to approve taking an additional \$2,880.00 out of the Frederick Manross Trust Fund account to pay for the HVAC project at Manross. Seconded by Director Jensen. All in favor. None opposed. Motion passed.

Chairperson Carpenter questioned the need to go out to bid and inquired about the guidelines, circumstances, and reasons for it.

- b. The lactation pod was delivered and installed in the back of the children's story time room. The staff member it was intended for is not using it so it's being made available to the public. It is soundproof and has a fan. The pod will be promoted at the Breastfeeding Awareness event on August 6th. This option is good for our community, especially for those who attend our baby programs and have had to use the Supervisor of Children's Service's office in the past.

Item 7- New Business

None.

Item 8- Adjournment

There being no further business, **Director Frenette made a MOTION to adjourn the meeting at 7:30 p.m. Seconded by Director Kanachovski. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.