

## MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, MAY 2, 2022

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

**ATTENDEES:** Nicholas Jakubowski, Andrea Kapchensky, Pina Salvatore, Eric Frenette, Elizabeth Kanachovski, Valina Carpenter and Council Liaison Sebastian Panioto. Library Director Deborah Prozzo.  
**Absent:** Jarre Betts, Barbara O'Neill and 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 April 4, 2022 Regular Meeting. Seconded by Director Kapchensky. Motion passed.**

### Item 4- Communications

None.

### Item 5- Committee Reports

#### a. Finance Committee

No Report.

#### b. Property Committee

Director Kapchensky reported that Lodovico is requesting an additional \$2,900 due to increase cost of blue stone. Money for this project comes from the Centennial Fund. We do not want to drain the money from this fund as the city holds this account and it does not earn any interest.

#### (1) Manross Memorial Library parking lot update.

Bid 1 - Laviero quoted \$40,000: does not include removal of curbing and leveling to the sidewalk. Keeping the curbing protects the building from being hit by vehicles.

Bid 2 - Tobacco quoted \$51,400: would include removal of curbing and raising parking lot to the level of the sidewalk.

Board would like to obtain a 3<sup>rd</sup> bid.

c. Policy Committee

No Report.

d. Strategic Planning Committee

Director Prozzo discussed some strategic plan samples for 1 to 2 page document formats. She showed samples from other libraries.

Item 6- Ad-Hoc Committee Reports

a. Directors Report

1) March statistics highlights:

- Overall circulation is **UP** by 8%
- Internet usage by the public increased by 7%
- Database usage decreased by 13%
- Number of items cataloged decreased by 13%
- Number of programs increased by 59%
- Patron visits increased by 26%
- Patron Library Card Registrations increased by 35%
- Meeting Room bookings and attendance was up by 3900%
- Wi-Fi sessions numbered 6359

2) Monthly Budget Report: Spending in all departments looks to be on track for this point in the fiscal year as we begin to wrap up the final quarter of the fiscal year. Last year's numbers are in parentheses. As of April 29, 2022:

- 148.5%(36.6%) @ Library Revenue: collected through Fines, Copier, and Printing. Collection rate is better than anticipated.
- 81.3%(80.9%) @ Main Library: two line items are over, will be addressed through transfer of funds and releasing some Purchase Orders.
- 93.8%(94.7%) @ Children's Library: all line items on track
- 76.9%(85.7%) @ Manross Library: one line item over, will cover through a transfer.
- 72.1%(86.1%) @ Library Trust Funds: detailed report shows spending to date for Samuel Goodsell and Main Libraries Trust Funds.

3) Highlights of library activities for April:

- The Children's Department hosted a Community-Wide Baby Shower and Preschool Fair featuring lots of giveaways for all participants. Children's staff member Ms. Debie packs a treat bag for a young attendee. Ms. Emma is overseeing a table full of giveaways for the Baby Shower.
- Mother Goose is joined by some new friends at a recent program in the Children's department.

- A proud Mom and Dad take a picture of their little one with the Springtime Bunny during a special Children's Department event.
  - Mr. Jose presenting Toddler Storytime at the Manross Library.
  - Ms. Karen, newly appointed Assistant Branch Librarian, conducting her first story time at Manross Library.
  - Padawan Training with the Jedi of Kessel Temple. Children ages 6-10 learned the ways of the Force and how to manage a lightsaber from real Jedi Masters.
  - Airborne Jazz Trio performed at a re-scheduled Library Coffee House at the Main Library on Thursday, April 7.
  - The Bristol History Room celebrated National Poetry Month with a hybrid program featuring dramatic readings of poetry published by Bristol's historic poets, followed by readings from modern Bristolites and our area neighbors.
- 4) Staff News: Karen Penda has been hired as the new Assistant Branch Librarian at Manross Library and she began work on April 25. Interviews have been conducted for the Library Assistant position at Manross and we hope to have someone on board soon. Pierre Lemieux, second shift custodian, handed in his resignation and we are currently in the process to hire his replacement.

#### 5) Author Luncheon 2022 Video Reveal.

#### b. City Council Liaison Report

City Council Liaison Panioto discussed bookmobile options including 2<sup>nd</sup> round ARPA grant with 50% matching. Board feels city should pay for the vehicle and Library would cover the cost of the outreach truck bed cap.

#### c. Friends of the Library

Summer book sale in the lobbies of both Libraries during the month of June.

#### d. Community Outreach Committee Report (formerly Bookmobile Committee Report)

The rotary reached out regarding the farmers market and the library will be participating one Saturday per month from June through October.

Item 7- Old Business

- a. Update on the IT Departments request to mount cameras in Meeting Rooms 2 and 3.

No Update. Cameras have not been mounted.

- b. Discuss quote from RnB for AV upgrade at Manross Memorial Library.

**Director Kanachovski MOVED to go forward with revised RnB Quote but not to exceed \$10,000. Seconded by Director Jakubowski. All in Favor. Motion passed.**

Item 8- New Business

- a. Closing of Library on Saturday, May 28, 2022 for Memorial Day Weekend. (Date revised from posted agenda.)

**Director Frenette MOVED to close the Library on Saturday, May 28, 2022 for Memorial Day weekend. Seconded by Director Salvatore. All in Favor. Motion passed.**

Item 9- Adjournment

There being no further business **Director Kapchensky made a motion to adjourn the meeting at 7:32 p.m. Seconded by Director Frenette. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Jennifer Chapdelaine

*This meeting was digitally recorded.*