

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JUNE 6, 2022

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

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

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 Frenette MOVED to approve minutes of the May 2, 2022 Regular Meeting. Seconded by Director Jakubowski. Motion passed.

Item 4- Communications

Children's Department received the Dollar General Literacy Foundation Grant for \$2,000.

Edgewood Schools 2nd grade sent a thank you note regarding the History Rooms Outreach Program on Mr. Rockwell.

Item 5- Committee Reports

a. Finance Committee

No Report.

b. Property Committee

Director Kapchensky reported that Lodovico should be finishing up the front stair project this week.

- (1) Manross Memorial Library parking lot update.
A third bid was obtained from D'Amico Construction in the amount of \$29,948.37.

Director Kanachovski MOVED to accept the bid from D'Amico Construction. Seconded by Director O'Neil. Motion passed.

c. Policy Committee

Director Prozzo informed that the internet usage form for children and teens was condensed to a one page form.

d. Strategic Planning Committee

No Report.

Item 6- Ad-Hoc Committee Reports

a. Directors Report

1) April statistical highlights:

- Overall circulation increased by 4% and every department and category saw an increase
- Number of questions answered by staff increased by 33%
- Database usage decreased by 64%
- Number of items cataloged decreased by 28%
- Number of programs increased by 75%
- Patron visits decreased by 4%
- Patron Library Card Registrations increased by 81%
- Meeting Room bookings and attendance was up by 3500% and 4208%
- Wi-Fi sessions numbered 4828

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 June 3, 2022:

- **170.1%(42.7%)** @ Library Revenue: collected through Fines, Copier, and Printing. Collection rate is better than anticipated, especially with copier and printing money.
- **89.8%(88.4%)** @ Main Library: one line item is over, Other Wages, due to additional staff buying back a week of vacation. This will be addressed through transfer of funds from Regular or Overtime Wages.
- **97.0%(97.3%)** @ Children's Library: all line items on track
- **84.2%(87.1%)** @ Manross Library: all line items on track
- **80.1%(87.1%)** @ Library Trust Funds: detailed report shows spending to date for Samuel Goodsell and Main Libraries Trust Funds.

3) Library Highlights for May:

The Children's Department hosted Clifford the Big Red Dog. Stories and other activities were shared by staff member Emma Kornetov. A FUN time was had by all those in attendance.

The Humble Bee Honey Company presented a fact-filled program on bees and honey at the Children's Library.

Author & Marine RECON Veteran Craig Grossi & his dog Fred from Afghanistan presented at Manross Memorial Library.

Special thanks to American Legion Post 209 in Forestville and a grant from CThumanities!

Meagan Cairns, a staff member of the Reference Dept., conducted an outreach program for the second graders at Edgewood School. "We really appreciated how you provided so much additional information and artifacts on Mr. Rockwell and his unique contribution to Bristol and the country" a quote from a thank you letter from the teachers.

4) Staff News:

Graham Dudley will be joining the Maintenance Dept. as the new 2nd shift Custodian on Tuesday, June 7. Andrew Garaventa, Circulation Clerk, has accepted a position at another library and will be leaving on Friday, June 10. We have a possible candidate for the position and HR is following up with that. Kathleen Martin, Technical Services Library Clerk, is retiring on June 17 after working more than 40 years at the library, starting with a part time job in the Circulation Dept. The position was posted internally and HR will be reviewing any applicants.

b. City Council Liaison Report

City Council Liaison Panioto reported that the Community Outreach vehicle does qualify for the 2nd round ARPA Grant.

c. Friends of the Library

Summer book sale in the lobbies of both Libraries from June 10 to June 24. Author Luncheon tickets go on Sale on August 1st.

d. Community Outreach Committee Report)

The Library will be attending the farmers market in July, August and October.

Item 7- Old Business

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

Director Kapchensky MOVED to accept the revised RnB Quote of \$10,936.95. Seconded by Director Jakubowski. All in Favor. Motion passed.

Item 8- New Business

- a. Vote regarding donation items from the Veterans Council.

Director Frenette MOVED to accept approximately 30 items pertaining to the Vietnam Memorial Traveling Wall from the Veterans Council to add to the Library's permanent collection. Seconded by Director Betts. All in Favor. Motion passed.

Item 9- Adjournment

There being no further business **Director Frenette made a motion to adjourn the meeting at 7:08 p.m. Seconded by Director Kapchensky. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Jennifer Chapdelaine

This meeting was digitally recorded.