

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JANUARY 6, 2025

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

ATTENDEES: Valina Carpenter, Eric Frenette, Nicholas Jakubowski, Andrea Kapchensky, Kimberly Ploszaj, Pina Salvatore, and Council Liaison Sebastian Panioto.
Library Director Deborah Prozzo and Assistant Library Director Scott Stanton.

Absent: Elizabeth Kanachovski and Barbara O'Neill

Item 1- Call to Order

Chairperson Carpenter called the meeting to order at 6:32 p.m.

Item 2- Public Participation

None.

Item 3- Approval of Minutes

Director Salvatore MOVED to approve the minutes from the December 2, 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

Library Director Prozzo stated that she and Assistant Library Director Stanton are reviewing the mock-up of the "Donate" page on the library website and will continue to work on it with Matthew Lynch, our new Computer Lab Supervisor.

b. Property Committee

Director Kapchensky MOVED to approve the amended plan for the Cawley Garden at Manross Memorial Library prepared by Outside Landscape Architecture LLC for a fee not to exceed \$9,999.00. Seconded by Director Ploszaj. All in favor. None opposed. Motion passed.

c. Policy Committee

Discussion took place regarding the Social Media Policy which was approved by Tom Conlin of Corporation Counsel. The Social Media Policy will be posted under "Policy" on the library's website.

Director Salvatore MOVED to approve the Social Media Policy. Seconded by Director Jakubowski. All in favor. None opposed. Motion passed.

d. Strategic Planning Committee

No Report.

e. Library Director's Report

Library Director Prozzo presented the following:

(1) **November 2024 Statistical Highlights:**

- Circulation is down by 2%, mainly due to low Children's circulation.
- Patron registrations were up by 7%. We are focusing efforts on bringing the overall cardholder numbers up. Currently, we are at 15,009 which is the highest we've been in a few years.
- Interlibrary loan numbers, both borrows and loans, were up 34%.
- The number of programs and attendance was up overall with the Children's number showing a decrease.
- The number of meeting room bookings was down, but the attendance was up due to some large group events.
- WiFi sessions increased by 249%
- **Monthly Budget Report:** As of January 3, 2025, everything looks to be on track. We are now halfway through the fiscal year. (Last year's percentages are in parentheses.)
 - 70.3% (93.7%) - Library Revenue
 - 54.1% (54.0%) - Main Library
 - 82.6% (78.7%) - Children's Library
 - 58.3% (55.7%) - Manross Library
 - 42.2% (41.4%) - Library Trust Funds

The Library Budget was submitted to the Comptroller's Department well in advance of the January 17 deadline. I have a meeting with the Comptroller's Dept., the Mayor, and the BOF Chair to review the budget on Thursday, January 16 at 9:00 a.m.

(2) **Library Highlights:**

- The first Sunday opening was off to a good start with 106 patrons. There was Bristol/Forestville trivia for the adults and a Pajama Storytime for the children.
- The overnight overflow homeless shelter was held at the library from December 21 to December 24. The number of people seeking shelter varied from 5-13, including one dog.

(3) **Staff News:**

- Matthew Lynch began work on Monday, December 30, as the new IT Specialist in the Computer Lab.
- A part time temporary custodian has been hired and began today to help fill in while Mark Bolduc is still out.

f. City Council Liaison Report

No Report.

City Council Member Erick Rosengren spoke regarding the use of the library as an emergency overnight shelter during cold weather protocol declarations.

g. Friends of the Library

Director Salvatore reported the following:

- (1) Reminder: The Winter Book Sale will be held from February 26, 2025 through March 2, 2025.
- (2) The next meeting of the Friends will take place on Thursday, January 16, 2025 at 6:00 p.m. at the Bristol Public Library. The snow date is January 23, 2025. All members of the Friends are welcome to attend. If you are not a member, come that evening to join.
- (3) The Friends will be selling tickets to the Author Luncheon on April 2, 2025 starting at 8:30 a.m. in person at the Bristol Public Library. Last year, almost all the tickets were sold on the first day of the sale.

h. Community Outreach Committee Report

No Report.

Item 6- Old Business

None.

Item 7- New Business

None.

Item 8- Adjournment

There being no further business, **Director Ploszaj made a motion to adjourn the meeting at 7:19 p.m. Seconded by Director Frenette. All present voted in favor and the meeting adjourned.**

Respectfully submitted,
Ruth Vontell

This meeting was digitally recorded.