

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JULY 11, 2022

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

ATTENDEES: Nicholas Jakubowski, Andrea Kapchensky, Eric Frenette, Elizabeth Kanachovski, Barbara O'Neill, Pina Salvatore, Valina Carpenter and. Assistant Director Scott Stanton and Recording Secretary Jennifer Chapdelaine.

Absent: Jarre Betts, Library Director Deborah Prozzo and Council Liaison Sebastian Panioto

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 Kanchovski MOVED to approve minutes of the June 6, 2022 Regular Meeting. Seconded by Director Kapchensky. Motion passed.

Item 4- Communications

None.

Item 5- 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 quarter 2022 distribution of \$1,137.50, the Samuel Goodsell 3rd quarter 2022 distribution of \$7,645.00 and the Manross Memorial Fund 3rd quarter 2022 distribution of \$25,742.50 from the Main Street Community Foundation. Seconded by Director Jakubowski. All in Favor. One Abstention. Motion passed.

b. Property Committee

Director Kapchensky reported that the Manross parking lot paving project should begin the end of July to the beginning of August.

c. Policy Committee

No Report.

d. Strategic Planning Committee

No Report.

Item 6- Ad-Hoc Committee Reports

a. Directors Report

1) May statistical highlights:

- Overall circulation decreased by 4%
- Number of questions answered by staff increased by 22%
- Database usage decreased by 60%
- Number of items cataloged decreased by 28%
- Number of programs increased by 186% and attendance increased by 1723%
- Patron visits decreased by 9%
- Patron Library Card Registrations decreased by 25%
- Meeting Room bookings and attendance was up by 900% and 2773%
- WiFi sessions numbered 4728

2) Monthly Budget Report: This is the final Year-To-Date budget report for Fiscal Year 22. Last year's numbers are in parentheses. As of July 7, 2022:

- **179.1%(51.6%)** @ Library Revenue
- **94.3%(93.5%)** @ Main Library
- **100%(99.9%)** @ Children's Library
- **90.6%(91.0%)** @ Manross Library
- **80.1%(87.1%)** @ Library Trust Funds: detailed report shows spending for Samuel Goodsell and Main Libraries Trust Funds.

3) Staff News: Courtney Hanson, former Circulation Clerk, has taken the Technical Services position left vacant due to a retirement. Courtney's position has been posted internally and is now going to the outside. Halyna Jacobs started as the Manross Library Assistant on June 13.

4) Author Luncheon 2022 Update: Tickets will go on sale Monday, August 1 at the Main Library for \$32.00, checks only. There will also be a mail-in option for patrons. As in the past there will be a table set aside for Library Board members.

b. City Council Liaison Report

None.

c. Friends of the Library

The Friends of the Library will be attending the farmers market on August 6th and October 22nd. Volunteers are needed. The Friends sold over 200 books at the July 9th farmers market.

d. Community Outreach Committee Report

Future outreach opportunities were discussed at an informal informational meeting prior to the July Board Meeting including a possible children's author event.

Item 7- Old Business

The Library received full funding for the new Community Outreach truck, cap and Wi-Fi through capital outlay.

Item 8- New Business

None.

Item 9- Adjournment

There being no further business **Director Jakubowski made a motion to adjourn the meeting at 6:56 p.m. Seconded by Director Frenette. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Jennifer Chapdelaine

This meeting was digitally recorded.