

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, SEPTEMBER 8, 2025

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

ATTENDEES: Valina Carpenter (Zoom), Nicholas Jakubowski, Elizabeth Kanachovski, Andrea Kapchensky, Barbara O'Neill, Kimberly Ploszaj (Zoom), Danielle Rivard, Pina Salvatore, City Council Liaison Sebastian Panioto (arrived at 6:55 p.m.), and Library Director Deborah Prozzo.

Absent: Eric Frenette and Assistant Library Director Scott Stanton.

Item 1- Call to Order

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

Item 2- Public Participation

None.

Item 3- Approval of Minutes

Director Kapchensky MOVED to approve the Minutes of the July 7, 2025 Regular Meeting. Seconded by Director Jakubowski. All in favor. None opposed. Motion passed.

Director Kapchensky MOVED to approve the Minutes of the July 21, 2025 Special Meeting. Seconded by Director Kanachovski. All in favor. None opposed. Motion passed.

Item 4- Communications

Library Director Prozzo received three confirmation letters from Main Street Community Foundation regarding the Trust Funds. Distribution checks were sent to the Comptroller: \$1,180 for the Bristol Libraries Fund, \$7,922.50 for the Samuel Goodsell Library Fund, and \$28,190 for the Manross Memorial Library Fund.

Item 5- Reports and Committee Reports

a. Finance Committee

No Report.

b. Property Committee

Director Kapchensky reported that there will be a meeting on Wednesday, September 10, 2025 at 11:00 a.m. regarding the garden at Manross. The designer will be there to make final plans for the installation of a bench and a plaque. Director Kapchensky shared photos of both.

c. Policy Committee

No Report.

d. Strategic Planning Committee

No Report.

e. Library Director's Report

1) June 2025 & July 2025 Statistics

No questions.

2) Monthly Year-to-Date Budget

There's nothing significant to note at this time. It's still early in the fiscal year. Our spending is on track; however, our revenue is running a little behind compared to last year.

We are running a negative balance in the Manross Miscellaneous Trust Fund and Samuel Goodsell doesn't show a full amount because the Board of Finance transfers have not happened yet. They will be voted on at tomorrow night's City Council meeting. The money is there and should appear in the accounts within two weeks.

The Centennial Fund is showing \$300 in interest from last month.

3) Staff News

Valerie Toner, the Supervisor of Children's Services, retired on August 15th. Claire Strillacci is the new Supervisor. She was in the Reference Department for many years. She started her work at the library in the Children's Department. There was a one-week overhire for training. Now the Reference position is vacant. We posted the job. No one internally was qualified so it will be posted outside.

We will be interviewing for the Computer Lab position on September 22nd. It's been vacant for quite a few months.

A new custodian is starting tomorrow. I will be working with him since we no longer have a Maintenance Supervisor on site.

4) Summer Reading

We had a great summer reading program. We exceeded last year's sign-ups across all departments at both Main and Manross. The staff worked very hard to provide lots of activities for the participants. I'd like to give special thanks to the Friends of

the Library for their financial and in-person hospitality support at many of the programs.

5) Annual Report

I completed and submitted the Annual Report for the State Library on August 8th which is the earliest we've ever submitted. If anyone would like to read a copy of the 300 questions and answers, please see me. I track our wi-fi statistics with WhoFi software, which now allows us to work on the Annual Report on a monthly basis. Last year, I reported to Barbara Ghilardi at the State that there were problems with the Excel formulas transferring into the Annual Report software. The same problem appeared in WhoFi so I reported it. They corrected it and it works fine now.

Director Carpenter stated that she attended a fascinating program at Manross last week about bats.

f. City Council Liaison Report

City Council Liaison Sebastian Panioto thanked Library Director Prozzo for giving her input at the City of Bristol's Strategic Planning meetings. She spoke about intermediate-term planning for the library, which is going to play an important role, especially because of its downtown location. We support the library.

g. Friends of the Library

Chairperson Salvatore reported the following:

The Bristol Historical Society selected the Friends of the Library as the recipient of the 2025 Community Service Award. Three members of the Friends accepted the award at a dinner held on August 6th. Director Kapchensky, who is on the Board of the Bristol Historical Society, said that the Friends received a \$200.00 check. Chairperson Salvatore passed around the program book with a list of prior non-profit recipients.

The Friends had a successful book sale in June in the lobbies of both libraries. They raised \$1,100.00 at the Main Library and \$700.00 at Manross.

The Friends attended the Farmers' Market three times this summer. There were approximately 250 raffle entries for local restaurant gift cards. They gave out activity books for kids and library pins. The Friends will attend the next Farmers' Market on Saturday, September 13th.

The Friends are still collecting book donations. They are looking for fiction books, in particular.

On Thursday, September 11th, the Friends will be meeting at the Main Library at 6:00 p.m. All members are invited to attend. If you're not a member, you're welcome to come and join that night.

The Friends will host a special book sale on Friday, September 26th in Meeting Room #1 of the Main Library from 9:00 a.m. to 3:00 p.m. and on Saturday, September 27th from 9:00 a.m. to 12:00 p.m. There's no fee to attend. Ninety percent of the books for sale are nonfiction. The books will sell for \$2.00 each and there will be a \$5.00 bag sale on Saturday.

Chairperson Salvatore read the following letter from Library Director Prozzo to the Friends of the Library dated August 19th:

On behalf of the Library, I extend our sincere gratitude for your generous support of this summer's Reading Programs. Your dedication and hard work played a vital role in making this season such a success. Thanks to the Friends, our community enjoyed a summer filled with engaging programs, exciting prizes, and welcoming refreshments. The Adult Summer Reading Program Finale was truly one of our finest, due in no small part to the outstanding efforts of the hospitality crew. As we look ahead to the fall, we are eager to continue our partnership with the Friends of the Library in bringing meaningful programs and opportunities to our community. With appreciation and thanks, Debbie.

Chairperson Salvatore thanked Debbie for recognizing the Friends and the work they do. They are a committed group of people who are very sincere about helping the library as much as they can.

h. Community Outreach Committee Report

No Report.

Item 6- Old Business

Chairperson Salvatore addressed the Library Board committee assignments and vacancies. Director Ploszaj volunteered to fill the vacancy on the Strategic Planning Committee. Director Rivard and Director Jakubowski are now members of the Community Outreach Committee.

Chairperson Salvatore stated that Library Director Prozzo has suggested that the committees meet on a more regular basis and report back to the Board. Director Carpenter scheduled the Finance Committee to meet at 5:30 p.m. before the October 6, 2025 Regular Library Board Meeting. Library Director Prozzo would like the agenda to include discussion about the FY27 budget. Director Jakubowski scheduled the Strategic Planning

Committee to meet at 5:30 p.m. before the November 3, 2025
Regular Library Board Meeting.

Item 7- New Business

Library Director Prozzo explained that we received a directive from the State Library to incorporate a checklist of items and some very specific language from the statutes into several of our policies in order to be eligible for future LSTA state grants, including money for completing the annual report. We submitted the rewritten policies to Dawn La Valle in the state's Division of Library Development. The policies were checked over and returned to us for edits. We made the changes. The state looked at the policies again and sent them back to us for Library Board approval. After the October meeting, we will send the Approved Minutes to the state. We will need to post all the policies on the library website to be compliant. The policies will be good for 5 years before they need to be reviewed again.

Director Jakubowski MOVED to approve the Collection Development and Maintenance Policy. Seconded by Director Kapchensky. All in favor. None opposed. Motion passed.

Director Rivard MOVED to approve the Library Display Policy. Seconded by Director Jakubowski. All in favor. None opposed. Motion passed.

Director Carpenter MOVED to approve the Library Programming Policy. Seconded by Director Rivard. All in favor. None opposed. Motion passed.

Director Kapchensky MOVED to approve the Material, Program, or Display Review and Reconsideration Policy. Seconded by Director Kanachovski. All in favor. None opposed. Motion passed.

Director Carpenter MOVED to approve the Request for Reconsideration Form. Seconded by Director Rivard. All in favor. None opposed. Motion passed.

Item 8- Adjournment

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

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.