MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, SEPTEMBER 12, 2022

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

ATTENDEES: Nicholas Jakubowski, Andrea Kapchensky, Elizabeth Kanachovski, Barbara O'Neill, Pina Salvatore, Valina Carpenter, Council Liaison Sebastian Panioto, Library Director Deborah Prozzo, Assistant Director Scott Stanton and Recording Secretary Ruth Vontell.

Absent: Eric Frenette and Ashley Verceles

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 Kapchensky MOVED to approve minutes of the July 11, 2022 Regular Meeting. Seconded by Director O'Neill. Motion passed.

Item 4- Communications

a. Assistant Library Director Stanton received a letter in August from Joanne Riccio thanking him for the referral to Claire Strillacci who provided reference information. Ms. Riccio included a gift card which will help fund our display case.

b. Library Director Prozzo was copied on correspondence from the Main Street Community Foundation. All three checks in the 3rd quarter 2022 distribution, which were approved by the Library Board in July, were sent to the Comptroller's office.

c. The Girls Scouts sent a thank you note to all the "Library Heroes" along with several boxes of cookies.

Item 5- Committee Reports

a. Finance Committee

Chairperson Carpenter and Director Jakubowski are on the Finance Committee. Director Kanachovski inquired about the balances in all the accounts. Chairperson Carpenter requested that an annual update from the Main Street Community Foundation be scheduled for November 2022.

b. Property Committee

Director Kapchensky reported that the Manross parking lot paving project has been completed and it looks very nice.

c. Policy Committee

The Policy Committee had an informational meeting directly before this meeting. Library Director Prozzo summarized the information presented in the Fine Free Packet distributed to Library Board members. Discussion followed. **Chairperson Kanachovski MOVED to approve the Fine Free Policy. Seconded by Chairperson Salvatore. Motion passed.** The Fine Free Policy will now go to the City for approval.

d. Strategic Planning Committee

No Report.

<u>Item 6- Ad-Hoc Committee Reports</u>

a. Directors Report

1) The meeting packet includes the June and July monthly statistics, the Fiscal Year Report, and for an historical perspective, a nine-year statistical report. We are continuing to rebuild our services to pre-Covid levels in all areas like other libraries statewide. We're offering a full slate of programs for the Fall. Discussion followed regarding library use and trends.

2) September is National Library Card Sign-up Month.

3) Monthly Budget Report: It's the first quarter of the new Fiscal Year 23.

4) Staff News: Ruth Vontell has replaced Jennifer Chapdelaine as Administrative Assistant. We have two new Circulation Clerks: MaryLynne Boisvert and Talyn Estores. Megan Cairns, a Reference Assistant, left in August so we will be interviewing to fill that position next week. There were not that many applicants.

5) Thank you to the Friends of the Library. They offer support for our Summer Reading programs, funds for refreshments, hospitality, etc.

6) Community Outreach: In August, various staff members were present at events around town including the Huntington Woods Night Out Event, the Farmers' Market, the West End Association Summer Festival at Rockwell Park, and the Mayor's Back to School Pencil Hunt at Muzzy Field. Free books were distributed and new library cards were issued.

7) Author Luncheon 2022 Update: Tickets are still available for $32.00 at the Main Library, checks only. Library Board members are encouraged to purchase their tickets now so that Rose Ann Chatfield can release the remaining seats.

8) The Annual Report was submitted to the State of CT on August 26th. It's 13 pages long and contains 210 questions. It was not due until November 1st but we got it in early.

b. City Council Liaison Report

Council Liaison Panioto thanked Assistant Library Director Scott Stanton for being so accommodating regarding the use of the library meeting rooms for City hearings and meetings.

The City is looking at a potential project involving the private sale of the Funk & Eagle building across from the library. A potential buyer has interest in converting the property into senior housing at market rate which may improve the area.

Council Liaison Panioto will look into getting contact information for new board members filling vacancies. Discussion followed regarding training of new board members.

c. Friends of the Library

The Friends of the Library are very busy. They attended the Farmers' Market on August 6th which was successful and they will be there again on October 22nd. The big Book Sale will take place in February 2023. A media sale will be held in the lobby of the Main Library from October 22nd to October 29th. Forty boxes of DVDs and CDs for this sale will be sorted on September 15th. Cash payments only. Prices will be reduced as the week goes on. Marketing for the Annual Author Luncheon is being done online and statewide. The Bookstore is open on Mondays and Wednesdays from 11 a.m. to 1 p.m. Saturday hours may be added. Two more volunteers are needed. The Friends will be at the Mum Festival Opening Ceremony on September 23rd. The Library will accept Vietnam Wall memorial items from the American Legion, which will be dedicated on March 29, 2023. Discussion followed regarding book donations to the Friends.

d. Community Outreach Committee Report

The Board of Finance approved payment of the $8,000 price increase for the Community Outreach vehicle out of the Contingency Fund. Now it goes to the Joint Board for approval.

<u>Item 7- Old Business</u>

Director Kanachovski MOVED to suspend the 2022 Appointment of three Board members to the Nominating Committee until April 2023. The next election will take place at the Annual Library Board

Meeting in June 2023. Director Jakubowski SECONDED. All in favor. None opposed. Motion passed.

Item 8- New Business

None.

Item 9- Adjournment

There being no further business **Director Jakubowski made a motion to adjourn the meeting at 7:30 p.m. Seconded by Director Kapchensky. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.