

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, OCTOBER 3, 2022

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

ATTENDEES: Nicholas Jakubowski, Andrea Kapchensky, Pina Salvatore, Eric Frenette, Elizabeth Kanachovski, Valina Carpenter, Ashley Verceles, Council Liaison Sebastian Panioto, Library Director Deborah Prozzo, and Assistant Library Director Scott Stanton.
Absent: Barbara O'Neill

Item 1- Call to order

Chairperson Carpenter called the meeting to order at 6:30 p.m.

Director Verceles was welcomed and she introduced herself. She moved from Florida a year ago and is a podiatrist at Bristol Health.

Item 2- Audience Participation

None.

Item 3- Approval of Minutes

Director Kanachovski MOVED to approve minutes of the September 12, 2022 Regular Meeting. Seconded by Director Salvatore. All in favor. Motion passed.

Item 4- Communications

None.

Item 5- Committee Reports

a. Finance Committee

Vote to accept or reinvest quarterly distributions from the three trust funds with the Main Street Community Foundation whose fiscal year is the same as the calendar year.

- (1) Bristol Libraries Fund: The 2022 amount available for distribution is \$4,550. These funds can be used for operating or capital expenditures for the Main Library and the Manross Memorial Library as a supplement to the appropriations from the City of Bristol. Library Director Prozzo would like to use this money to upgrade the sound system in the meeting rooms at the Main Library. **Director Jakubowski MOVED to accept the 4th quarter distribution of \$1,137.50 scheduled for October 2022. Seconded by Director Kapchensky. All in favor. Motion passed.**
- (2) Samuel Goodsell Library Fund: The 2022 amount available for distribution is \$30,580. These funds can be used for the acquisition and purchase of books for the Main Library with at least 10% being used for non-fiction books. **Director**

Frenette MOVED to accept the 4th quarter distribution of \$7,645.00 scheduled for October 2022. Seconded by Director Verceles. All in favor. Motion passed.

- (3) Manross Memorial Library Fund: The 2022 amount available for distribution is \$102,970. These funds can be used to support Manross Memorial Library with operating or capital expenditures as a supplement to the appropriations from the City of Bristol. Secondly, the funds can be used for the purchase of children's and nature books to be used in connection with the Manross Memorial Library. **Director Frenette MOVED to re-invest the 4th quarter distribution of \$25,742.50 scheduled for October 2022. Seconded by Director Jakubowski. All in favor. Motion passed.**

b. Property Committee

No Report.

c. Policy Committee

Library Director Prozzo reported that the Board of Finance supports the Library Board's decision to go fine free as of October 4, 2022 like 108 other libraries to date. Circulation Supervisor Beth Martin and Sam Cook from LCI are working on clearing fines from patron records. Fees for lost or damaged items, printing services, and photocopies will still be charged. Discussion followed.

d. Strategic Planning Committee

Director Kapchensky MOVED to extend the current 2019–2022 Strategic Plan for one more year. Seconded by Director Jakubowski. All in favor. Motion passed.

Director Verceles agreed to fill a vacancy on this committee.

Item 6- Ad-Hoc Committee Reports

a. Director's Report

1) Statistics Highlights:

- Overall circulation is UP by 7%
- Patron Library Card Registrations are UP by 66% (AMP Radio ads arranged by Scott Stanton and produced by Beth Martin and Jose Alvarez played at 9 gas stations around town. The staff at both libraries did a great job promoting Library Card Sign-Up Month.)
- Number of programs and attendance are climbing again.
- Meeting Room usage is UP.
- Number of items cataloged is DOWN in August and September due to a Ransomware Attack on Baker & Taylor which caused a

standstill with orders. This will impact our offerings for a couple months.

2) Monthly Budget Report:

Upgrades are being made in MUNIS and there will be training. Ruth Vontell has been paying invoices. Expenditures are on track in all departments. The numbers are almost exactly the same as where we were at this time last year except for revenue which is DOWN because fine collection never recovered after Covid hit.

Library Director Prozzo will be starting the next fiscal year budget process. Chairperson Carpenter proposed that the Finance Committee have an informational meeting at 5:30 p.m. on November 7, 2022 just prior to the Library Board Meeting which begins at 6:30 p.m.

3) Highlights of library activities for September & October:

- On Friday, September 30, 2022 we showed the movie, *One Moment*, at the Main Library. Deirdre O'Connor, the writer/director of the film made a surprise appearance and conducted a question and answer session with the attendees.
- The Library participated in a Shred-It Event with Public Works on Saturday, October 1, 2022.
- The Library will be at the Farmers' Market on Saturday, October 22, 2022.
- There is only one table left open for the Author Luncheon with Colson Whitehead on Thursday, October 20, 2022. Ticket sales have been phenomenal.

4) Staff News: A new Reference Department Assistant is coming on board. There were no internal candidates for the Floater/Readers' Advisor position so the job has been posted to the outside.

5) Susan Sadecki from the Main Street Community Foundation will give a presentation at the December 5, 2022 Library Board Meeting.

b. City Council Liaison Report

No Report from Sebastian Panioto.

Library Director Prozzo reported that the Community Outreach truck has been ordered.

c. Friends of the Library

- 1) Director Salvatore reported that the Friends will join library staff at the Farmers' Market on Saturday, October 22, 2022 from 10:00 a.m. to 1:00 p.m.
- 2) There will be Huge DVD/CD Sale from October 22, 2022 through October 29, 2022 at both the Main and Manross Libraries. Prices will start at \$2.00 per item and then decrease to \$1.00 later in the week.
- 3) The bookstore is still closed on Saturdays because a few more volunteers are needed.
- 4) The Friends' Hospitality Committee has been making reminder calls to patrons regarding upcoming programs and they have been serving refreshments.

d. Community Outreach Committee Report

Director Kanachovski briefly mentioned the Community Outreach truck and the Author Luncheon.

Item 7- Old Business

Director Kapchensky noted that the Library Board Bylaws have not been reviewed or revised since 2000. Chairperson Carpenter and Director Salvatore of the Policy Committee will meet to discuss.

Item 8- New Business

Director Kapchensky MOVED to close the Library on Wednesday, November 23, 2022 at 5:00 p.m., which is Thanksgiving Eve. All staff would work 8:30 a.m. to 5:00 p.m. Seconded by Director Frenette. All in Favor. Motion passed.

Item 9- Adjournment

There being no further business, Director Frenette made a motion to adjourn the meeting at 7:15 p.m. Seconded by Director Salvatore. All present voted in favor and the meeting adjourned.

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.