

**MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS**

**MONDAY, JANUARY 7, 2019**

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

**ATTENDEES:** Elizabeth Kanachovski, Andrea Kapchensky, Thomas Laporte, Bonnie Lodovico, Donna Papazian, Doreen Rossi, Pina Salvatore and Nicholas Jakubowski. Library Director Deborah Prozzo.

Absent: Valina Carpenter and City Councilman Peter Kelly

Item 1- Call to order

Acting chairperson Salvatore called the meeting to order at 6:30 p.m.

Item 2- Audience Participation

None.

Item 3- Approval of Minutes

Director Papazian **MOVED to approve minutes of the December 3, 2018 Regular Meeting. Second by Director Jakubowski and unanimously approved.**

Item 4- Communications

Thank you from a Patron Ethel Carrie thanking Ruth Vontell for the wonderful coloring program.

ALSC division of American Library Association. Christina Carpino wrote a grant and was awarded \$5,000 Grant to support the program STEM Saturday for Math and Science Programs. There will be 8 Saturday Programs.

Item 5- Committee Report

a. Finance Committee

Received our distribution check from BOA for the Frederick Manross Trust for \$36,189 to Comptrollers for deposit.

b. Property Committee

Director Papazian announced that the Manross Renovation on the lower Level bathrooms is moving along, still have painting, tilework etc. Work on upstairs staff bathroom will get some work done as well.

29 High Street. It is a parking lot currently but needs a zoning change. From residential to business district. The Mayor on December 12<sup>th</sup> asked Debbie to write a letter to support the zoning change. It will help us with parking as CV Mason across the Street only needs it for daytime parking. It will offer staff night and weekend parking as well as open up some parking along the street.

c. Policy Committee

Director Lodovico stated there is a letter included regarding Meeting Room Changes from Scott to Debbie. Please review and email your thoughts to Director Lodivico and CC Director Prozzo. A meeting will be scheduled in the future.

d. Strategic Planning Committee

The three year Strategic Plan was released. If any of the Directors have any suggestions where to start they should let the Board know. Otherwise the Library Staff and Supervisors will review the Plan and start with what they can.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

1) November statistics: Circulation statistics were up for the month in all areas. Feedback from the public with regard to automatic renewals continues to be very positive. Three areas of library activity that were down include the Bristol History Room, number of items cataloged, and the Computer Lab. Reasons for a decrease in cataloging was due to a backlog of journals from staff vacancies. The Computer Lab Supervisor had to provide reference coverage, and the Bristol History Room missed some sign-in sheets so these numbers are not completely accurate.

2) Monthly Budget Report: as of January 4, 2019 we have spent:

- 56.9% @ Main Library
- 94.6% @ Children's Library
- 61.0% @ Manross Library
- 59.1% @ Goodsell

Spending is on track as we are at the start of the third quarter.

3) Highlights of library activities:

- Manross Library was part of the national bomb threat hoax on Thursday, December 13. A staff member received a threatening email and the library was evacuated according to city emergency protocol. The library remained closed and staff were reassigned to the Main Library, along with the Thursday evening book discussion group.
- The Library had an exceptional month of programming offered in all departments and at both locations. A frequent comment heard at the adult programs was that the holidays can be a very lonely time for older adults but the library provided a wonderful social outlet.

- 4) Personnel matters: Sarah Ayotte has joined the staff of the Children's Dept. and Joshua Spiro is the new Assistant Information Services Librarian. Floyd Wyche retired on December 22 and Beth Martin will begin as the Supervisor of Circulation on Monday, January 14. Patrick Palmese, part time custodian at Manross, has accepted a full time position as custodian at City Hall. I will be requesting permission to post his position soon.
- 5) The Mayor brought up the subject of Amnesty (fine free) at the Library, in particular with the teenage population. I gave her some background and statistics on this but in the meantime I have spoken with Jose Alvarez and we are looking into the matter.
- 6) Sunday hours began January 6, please spread the word. Once again we are planning both adult and children's programming to try to attract more business. Last year's numbers were better than the previous year but there is still room for improvement.

b. City Council Liaison Report  
No report.

c. Friends of the Library

Friends meeting January 10<sup>th</sup> at 6:00 p.m. The upcoming Book Sale will be Feb 27<sup>th</sup> to March 3<sup>rd</sup>.

Item 7- Old Business

None

Item 8- New Business

- a) Vote on the 2020 Fiscal Year Budget- **MOVED by Director Papazian to accept the 2020 Fiscal Year budget, second by Director Kanachovski, unanimously approved.**

Item 9- Adjournment

There being no further business to come before the Board, Director Kapchensky **MOVED to adjourn the meeting at 7:33 p.m. Second by Director Lodovico and unanimously approved.**

---

Jennifer Chapdelaine  
Recording Secretary

*Note: This meeting was digitally taped.*