

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, FEBRUARY 4, 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 Valina Carpenter, Nicholas Jakubowski and City Councilman Peter Kelly. Library Director Deborah Prozzo and Recording Secretary Jennifer Chapdelaine.

Absent: None

Item 1- Call to order

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

Item 2- Audience Participation

None.

Item 3- Approval of Minutes

Director Papazian **MOVED to approve minutes of the January 7, 2019 Regular Meeting. Second by Director Laporte and unanimously approved.**

Item 4- Communications

A letter was received from Price Chopper in response to a request from Valerie Toner to support the "Babies are Born Reading Initiative" The Price Chopper Golub fund made a donation of \$500 towards the initiative.

Item 5- Committee Report

a. Finance Committee

- (a) Vote to accept or reinvest quarterly distributions from Main Street Foundation:
Director Papazian **MOVED to accept 1st Quarter distributions of \$1,052.50 for the Bristol Libraries Fund and \$7,062.50 for the Samuel Goodsell Fund and to reinvest \$20,027.50 for the Manross Trust Fund. Second by Director Kapchensky and unanimously approved.**

b. Property Committee

Director Papazian announced that the painting in the lower level bathrooms of the Manross Renovation is complete.

c. Policy Committee

- (a) Vote on Meeting Room Policy:
Director Papazian **MOVED to accept proposed changes to meeting room policy. Second by Director Kanachovski and unanimously approved.**

d. Strategic Planning Committee

Director Laporte announced the installation of 6 new Wi-Fi hot spots in the Library. One item from the technology portion of the Strategic Plan has been implemented.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

- 1) December statistics: The library had another strong month with many areas showing double digit increases. Total circulation increased by 41%. The only area that needs to be addressed is the computer lab which shows another monthly decrease.
- 2) Monthly Budget Report: Spending in all departments looks to be on track for this point in the fiscal year. February 1, 2019 we have spent, we are almost at the exact same numbers as last year:
 - 63.5% @Revenue: we are running ahead of projections on printing and room rentals
 - 62.7% @ Main Library:
 - 94.6% @ Children's Library:
 - 65.7% @ Manross Library:
 - 75.4% @ Goodsell: A complete listing of items purchased is included.

I will be meeting with the Comptroller's staff on Tuesday, February 12, at 10:00 am to review the budget before it gets presented. I have been asked to hold open Thursday, February 28 at 6:00 pm for the budget presentation. This year many departments will not have to present if there are no questions from the Finance Board.

- 3) Highlights of library activities:
 - The Main Library has set up a coffee area on the second floor. Patrons may purchase a K-cup for \$.50 for the Keurig machine. All of the supplies including cups, lids, sweeteners, creamers and K-cups were paid for through a Friends of the Library Memorial Wall donation. We will try it for one month and evaluate it for future consideration.
 - Scott Stanton completed the CT Humanities grant and it was submitted on January 31. This grant was written to

financially support the Author Luncheon. I will have a hardcopy available if anyone would like to read it.

- Weekly story times begin this week and both libraries. There is a great variety of wonderful programs for children and caregivers being offered this session.
- 4) Personnel matters: The job posting for the part-time custodian at Manross Library closes this Friday. To date there have been 49 applicants. After the review process, candidates will be invited to interview. I would anticipate someone coming on board the middle of March.

b. City Council Liaison Report

No report.

c. Friends of the Library

Friends next meeting April 27th at 6:00 p.m. The upcoming Book Sale will be Feb 27th to March 3rd.

Item 7- Old Business

None

Item 8- New Business

- (a) Overview of the Freedom of Information Act (FOIA)
Director Prozzo shared that per the Mayor's request, the Board should please review the Freedom of Information Act.

Item 9- Adjournment

There being no further business to come before the Board, Director Rossi **MOVED to adjourn the meeting at 6:56 p.m. Second by Director Kanachovski and unanimously approved.**

Jennifer Chapdelaine
Recording Secretary

Note: This meeting was digitally taped.