

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

**MONDAY, April 1, 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 6:30 p.m.

Item 2- Audience Participation

None.

Item 3- Approval of Minutes

- a) Director Kapchensky **MOVED to approve minutes of the February 4, 2019 Regular Meeting. Second by Director Papazian and unanimously approved.**
- b) Director Papazian **MOVED to approve minutes of the March 11, 2019 Special Meeting. Second by Director Rossi and unanimously approved.**

Item 4- Communications

Four thank you cards were received:

- Tony Silio Thanking the library for his ceremony and award.
- Joanne Riccio Larsen thanking the library for placing a plaque outside the Bristol History Room that her family donated.
- The Retired Teachers Association thanking the library for partnering with their Human Trafficking presentation
- United Methodist Church thanking Manross Library for free internet and helping them with their printing needs.

Item 5- Committee Report

a. Finance Committee

Chairperson Carpenter shared that Attorney Ed Spinella will send a summary with action steps for the board to review with the items needed to move forward with removing Bank of America as Trustee for the Frederick T. Manross trust and move the trust to the Main Street Foundation.

- (a) Vote to accept or reinvest quarterly distributions from Main Street Foundation:

- (b) Director Kapchensky **MOVED to approve minutes of the February 4, 2019 Regular Meeting. Second by Director Papazian and unanimously approved.**

b. Property Committee

- a) Director Papazian announced that the plaster walls at the Main Library in the reading rooms and the front steps are deteriorating. Dave Oaks came to do a walk about and inspect the issues. The quote to repair the walls is \$12,344 and the quote to repair the stairs is \$9,809. The Mayor has approved applying for the Historic Preservation Grant to help with the costs of these repairs. Director Papazian suggesting a motion be made to add a vote under New Business to approve applying for the Historic Preservation Grant. Director Jakubowski **MOVED to approve add applying for the Historic Preservation Grant to New Business on the Agenda. Second by Director Rossi and unanimously approved.**

c. Policy Committee

Director Lodovico announced that the US Census has sent a letter requesting to use meeting rooms for a job fair free of charge. Director Lodovico suggested motion be made to add a vote to New Business to approve or deny allowing the US Census use of the meeting rooms free of charge. Director Lodovico **MOVED to add a vote to New Business to approve or deny allowing the US Census use of the meeting rooms free of charge. Second by Director Kapchensky and unanimously approved.**

d. Strategic Planning Committee

Director Laporte announced that the first goal of the new strategic plan was to increase the number of Library Card holders to over 20,000.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

- 1) February statistics: We had an overall increase of 37%. Patron visits were down for the month impacting some of the other library activities such as reference services. The weather usually plays a part during the winter months also. The Bristol History Room showed an increase due to the variety of exhibits on display. Meeting Room usage and attendance was up with a lot of outside groups and community organizations using the rooms. (January stats included since the board meeting was cancelled for March.)
- 2) Monthly Budget Report: We have just wrapped up the third quarter of the fiscal year and everything looks on track.

- 77.1% @ Revenue has been collected with increases in copier charges and room rentals
- 74.4% @ Main Library
- 94.3% @ Children's Library
- 75.3% @ Manross Library
- 99.7% @ Goodsell Bequest

3) Library Highlights:

- The Adult Dept. hosted Keltic Kick for the annual St. Patrick's Celebration and 112 patrons attended. We are now focusing our attention on the upcoming Mike Reiss event that we are partnering with the Arts & Culture Commission. This will take place at the library on Thursday, May 23 @ 7:00 pm followed by special Simpson-themed refreshments at the Pint and Plate.
- The library is highlighting a variety of our databases by offering training sessions in the computer lab conducted by the Assistant Information Services Librarian, Joshua Spiro.

4) Sunday hours have concluded. The numbers were not as good as last year with weather being a problem and not offering as many programs.

5) Update on the CT Humanities Grant-It looks like we have received \$2500.00. Scott Wands from the Humanities Committee said there were many applicants this cycle so there was less individual money to be awarded. Scott will look into the Thomaston Savings grant which opens up May 1.

6) Personnel matters: We have hired a new part time custodian at Manross Library, Richard Gollnick, who started on March 27 and a new library page, Erick Luukko, for the Children's Dept. starting today.

b. City Council Liaison Report

No report. Council Liaison Kelly had to leave at 6:50 PM for another obligation.

c. Friends of the Library

The Friends next meeting is April 27th at 10:00 p.m. The February Book Sale brought in revenue of \$8,541.00. The bookstore is looking for volunteers on Thursdays from 5 to 7 PM and Saturdays 10 AM to 12 Noon.

Item 7- Old Business

None

Item 8- New Business

- a) Vote closing of Library on May 25, 2019 for the Memorial Day Weekend.  
Director Lodovico **MOVED close the library on Saturday May 25, 2019 for Memorial Day Weekend. Second by Director Rossi and unanimously approved.**
  
- b) Vote to apply for the Historic Preservation Grant.  
Director Kanachovski **MOVED to apply for the Historic Preservation Grant. Second by Director LaPorte and unanimously approved.**
  
- c) Vote to approve or deny US Census's request to use meeting rooms free of charge for job fair.  
Director Papazian **MOVED to allow the US Census use of the meeting rooms free of charge. Second by Director Rossi. Discussion: US Census may use 2 meeting rooms only during regular operating hours of Library. Vote taken; 8 in favor 1 opposed. Motion Passes.**

Item 9- Adjournment

There being no further business to come before the Board, Director Papazian **MOVED to adjourn the meeting at 7:26 p.m. Second by Director Kapchensky and unanimously approved.**

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Jennifer Chapdelaine  
Recording Secretary

*Note: This meeting was digitally taped.*