

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, APRIL 3, 2023

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

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

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 Frenette MOVED to approve the minutes of the March 6, 2023 Regular Meeting. Seconded by Director Salvatore. All in favor. Motion passed.

Item 4- Communications

Library Director Prozzo received a letter from Teresa Goulden, Supervisor of Branch Services, announcing her retirement effective Friday, July 7, 2023.

Item 5- Committee Reports

a. Finance Committee

No Report.

- (1) Vote to accept or reinvest quarterly distributions from Main Street Community Foundation.

Director Kapchensky MOVED to accept the Bristol Libraries Fund 2nd quarter 2023 distribution of \$1,157.50 from the Main Street Community Foundation. Seconded by Director Frenette. All in favor. Motion passed.

Director Jakubowski MOVED to accept the Samuel Goodsell 2nd quarter 2023 distribution of \$7,765.00 from the Main Street Community Foundation. Seconded by Director Frenette. All in favor. Motion passed.

Director Kanachovski MOVED to accept the Manross Memorial Library Fund 2nd quarter 2023 distribution of \$26,597.50 from the Main Street Community Foundation. Seconded by Director Kapchensky. All in favor. Motion passed. Teresa

Goulden has requested that up to \$3,000.00 from the Manross Trust be used for adult and children's programs for Fiscal Year 2024 because the security guard salary is cutting into the professional fees.

b. Property Committee

No Report.

c. Policy Committee

- (1) Discussion regarding the Board of Finance suggestion to increase the cost of printing. **Director Frenette MOVED not to increase the cost of printing from 0.15¢ to 0.20¢ per page at this time. Seconded by Director Jakubowski. All in favor. None opposed. Motion passed.**
- (2) **Director Salvatore MOVED to remove any additional "Fines" language in the Policy Manual. Seconded by Director Kapchensky. All in favor. None opposed. Motion passed.**
- (3) Director Salvatore thanked everyone who met and proposed changes to the Board of Library Directors of the Bristol Public Library System Bylaws. She read and explained several of the edits, amendments, and updates. Discussion followed regarding meetings being open to the public and the need for all participants to be able to hear each other. A vote to accept the revised bylaws, either as a whole or paragraph by paragraph, with a delayed effective date of July 1, 2023, will be taken at the Library Board Meeting on May 1, 2023. Two-thirds of the Library Board members must be present.

d. Strategic Planning Committee

Director Jakubowski, Library Director Prozzo, and Assistant Library Director Stanton met briefly before the Library Board Meeting to reflect on past goals and to discuss possible updates to the Strategic Plan, including sustainability for the 21st century library.

Item 6- Ad-Hoc Committee Reports

a. Director's Report

1) February statistics highlights:

- Overall circulation is up by 13%
- Internet usage by the public increased by 7%
- Database usage decreased by 28%
- Number of items cataloged increased by 10%
- Number of programs increased by 38% and attendance by 60%

- Patron visits increased by 22%
- Meeting Room bookings and attendance were up by 24% and 57% respectively
- Library Card Registrations increased by 71% due to our marketing efforts
- WiFi sessions were up by 26%
- Notary services are no longer being offered at the library. It had become problematic.

2) Monthly Budget Report: Spending in all departments looks to be on track as we enter the last quarter of the fiscal year. The numbers are in line with last year's. As of March 28, 2023:

- 104.7% - Library Revenue
- 72.0% - Main Library
- 82.6% - Children's Library
- 74.4% - Manross Library
- 55.7% - Library Trust Funds

We are monitoring our utilities with Eversource and CT Solar.

3) Highlights of library activities:

- The Children's Library had a special visit from the Waterbury Symphony Orchestra where the children got to play instruments. The Imagination Museum did a fossil program and the Carousel Museum told merry-go-round stories.
- The Seed Library has been extremely successful and very well-received. We were able to restock again with 200 seed packets donated by Ocean State Job Lot via UCONN Extension Services.
- Beth Martin, Supervisor of Circulation, did outreach to the Senior Center. At their March Pasta Dinner, she handed out copies of the library's *Connections* newsletter, issued new library cards, and processed library card renewals.
- There is a new, well-lit "Gathering Space" with tables and chairs for small groups at the top of the stairs on the second floor. The space can be reserved by calling Scott Stanton or the Reference Department. It has been used by knitters, crafters, and weavers. This is one example of how we've repurposed our space to better meet the needs of the community.
- Sunday Hours have finished for the season. The numbers were strong and much better than the past few years. The Children's Department offered programming every week, there was an adult program, and The Friends' Bag Sale helped, too.

4) Staff News: Rebecca Schaffrick has accepted the position of Library Technical Services Clerk effective today. The Floater/Readers' Advisor position has been sent to the Mayor and Human Resources for approval to post.

5) Agenda Center: Going forward, in an effort to use less paper, we will no longer print copies of the Library Board meeting packets. Documents such as Agendas, Minutes, Statistics, etc. will be uploaded online as Attachments in the City's Agenda Center Calendar.

b. City Council Liaison Report

No Report.

c. Friends of the Library

Director Salvatore stated that the Friends' Used Book Sale was very successful and that Rose Ann Chatfield wished to thank Library Director Prozzo and her staff for their help. She reminded everyone that items are available for purchase year-round in the library lobbies and bookstore.

National Library Week is April 23rd to April 29th. The Friends plan on celebrating with the staff on Tuesday, April 25th.

The Friends' Annual Meeting and bi-annual election of officers will be held at the Bristol Public Library at 10:00 am on Saturday, April 22, 2023. The meeting is not open to the public, but you can become a member that day and attend. Light refreshments will be served. Friends' members will be able to shop and purchase up to 5 books at 50% off.

Membership renewal reminders have been mailed. Discussion followed regarding the ability to save on postage by not sending these reminders to lifetime members.

d. Community Outreach Committee Report

Director Kanachovski is working with Library Director Prozzo to plan a spring 2024 Author Event for youth of all ages. They are in the process of selecting a well-rounded, award-winning author and have discussed funding.

Item 7- Old Business

None

Item 8- New Business

a. Director Kanachovski, Director Jakubowski, and Director Frenette volunteered to form the Nomination Committee in preparation for the June elections. Discussion followed regarding the ballot.

b. **Director Frenette MOVED to close the library on Saturday, May 27, 2023 for the Memorial Day holiday weekend. Seconded by Director Jakubowski. All in Favor. Motion passed.**

Item 9- Adjournment

There being no further business, Director Jakubowski made a MOTION to adjourn the meeting at 7:33 p.m. Seconded by Director Frenette. All present voted in favor and the meeting adjourned.

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.