

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, APRIL 5, 2021

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

ATTENDEES: Valina Carpenter, Nicholas Jakubowski, Andrea Kapchensky, Jarre Betts, Pina Salvatore, Bonnie Lodovico, Elizabeth Kanachovski, Lacea Stewart-Roman, Eric Frenette and City Councilperson Brittany Barney. Library Director Deborah Prozzo and Recording Secretary Jennifer Chapdelaine.

Absent: None

Item 1- Call to order

Chairperson Carpenter called the virtual meeting to order at 6:32 p.m.

Item 2- Audience Participation

None

Item 3- Approval of Minutes

Director Kapchensky MOVED to approve minutes of the March 1, 2021 Regular Meeting Minutes. Seconded by Director Salvatore. Motion passed.

Item 4- Communications

A patron emailed commending Courtney Hanson with her excellent assistance with a situation of a delicate nature.

The Children's department received an email from Tulsa, OK regarding their delight with the online program "Where in the world is Ms. Alex," a program learning about new countries and cultures.

The Reference department received an email asking permission to borrow cassette tapes of a WWII nature. They would like to have the tapes digitized to use to honor a Veteran and then keep a copy of the digitized record for use in the Military Memorial Museum. This request was put in writing to be reviewed by the Library Board and is being referred to the policy committee.

Item 5- Committee Reports

a. Finance Committee

No report.

b. Property Committee

No report.

c. Policy Committee

No report.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Directors Report

Director Prozzo announced that the 2nd quarter Main Street Foundation distribution paperwork has been received. Director Lodovico **MOVED to place a vote under new business for the distributions. Seconded by Director Kanachovski. Motion Passed.**

- 1) February statistics: I have highlighted a few numbers from the February Monthly Report. Light blue reflect areas that showed an increase including ebooks, Downloadables, RBDigital circulation, Database Usage, Bristol as an ILL Lender, and total number of new Cataloged Items added to the collection. Taupe highlighted items show a decrease and include overall Circulation, total number of Programs, Patron Visits, and Computer Lab activity. These numbers correspond to those being reported statewide due to the continued impact of the pandemic.
- 2) Monthly Budget Report: We have just wrapped up the third quarter of the fiscal year and everything looks on track.
 - 32.2% @ Revenue has been collected, no room rental at this time
 - 72.8% @ Main Library, only line item we are still watching is Natural Gas
 - 93.1% @ Children's Library
 - 79.1% @ Manross Library
 - 86.1% @ Goodsell Bequest
- 3) Library Highlights:
 - The Adult Dept. hosted a virtual St. Patrick's Day Celebration featuring music by the Galway Girls.
 - Joshua Spiro presented an Armchair Travel program on Ireland to highlight a new database, A to Z Travel.
 - In March the Children's Department participated in **TEN** live ZOOM programs; **779** people participated--this number included Dr. Seuss "virtual" visits at three Bristol elementary schools.
- 4) Sunday hours have concluded. The numbers were not very high and one Sunday we were closed due to bad weather.
- 5) All departments are in the process of finalizing Summer Reading Programs. We will be offering a variety of programs combining virtual and in-person components. We will continue

to follow the latest guidelines from the Governor in regards to capacity and indoor gathering numbers.

- 6) Personnel matters: The Computer Lab Supervisor position was renamed Library Technical Support Specialist and put under the umbrella of the IT Dept. So the Library will no longer have that position as part of the budget.

b. City Council Liaison Report

City Council Liaison Barney welcomed Eric Frenette to the Library Board. She mentioned that the city is in negotiations to sell lots of the south east business park and has a letter of intent to develop the downtown parcel. The city is on track for adoption of the next budget with a 0% mill increase.

c. Friends of the Library

Director Salvatore reported that the Bookstore is now open from 11am to 1pm on Mondays and Wednesdays. They are also accepting donations again. National Library Week is this week and the Friends of the Library put an article in the paper to thank the library staff.

d. Bookmobile Committee Report

Director Prozzo reported that she reached out to the Superintendent of Schools regarding the bookmobile. A member of the bookmobile team replied and a tentative meeting has been set for May 17th to discuss sharing of the bookmobile after the schools have finalized their summer schedule.

Item 7- Old Business

- a. Discuss digitization of Bristol Press.
Director Lodovico announced that she will reach out to the policy committee to schedule a meeting to discuss the digitization of the Bristol Press as well as the request regarding the WWII tapes.

Item 8- New Business

- a. Closing of Library on May 29, 2021 for the Memorial Day weekend. **Director Kapchensky made a motion to close the Library on May 29, 2021 for the Memorial Day weekend. Seconded by Director Frenette. Motion Passed.**
- b. Vote to accept or reinvest quarterly distributions from Main Street Community Foundation.

Director Kanachovski MOVED to accept the Bristol Libraries Fund 2nd quarter 2021 distribution of \$1,090.00 from the Main Street Foundation. Seconded by Director Stewart-Roman. Motion passed.

Director Kapchensky MOVED to accept the Samuel Goodsell 2nd quarter 2021 distribution of \$7237.50 from the Main Street Foundation. Seconded by Director Betts. Motion passed.

Director Kanachovski MOVED to reinvest the Manross Memorial Fund 2nd quarter 2021 distribution of \$24,360.00 from the Main Street Foundation. Seconded by Director Frenette. Motion passed.

Item 9- Adjournment

There being no further business Director Salvatore made a motion to adjourn the meeting at 7:26 p.m. Seconded by Director Frenette. All present voted in favor and the meeting adjourned.

Respectfully submitted,

Jennifer Chapdelaine

This meeting was digitally recorded.