

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, May 4, 2020

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

ATTENDEES: Valina Carpenter, Nicholas Jakubowski, Thomas Laporte, Andrea Kapchensky, Doreen Rossi, Lacea Stewart-Roman and City Councilperson Brittany Barney, and Library Director Deborah Prozzo. Pina Salvatore joined the meeting at 7:08 pm.

Absent: Bonnie Lodovico, Elizabeth Kanachovski

Item 1- Call to order

Chairperson Carpenter called the virtual meeting to order at 6:41 p.m.

Item 2- Audience Participation

None

Item 3- Approval of Minutes

Director Jakubowski MOVED to approve minutes of the March 2, 2020 Regular Meeting. Seconded by Director Kapchensky. Motion passed.

Item 4- Communications

None.

Item 5- Committee Reports

a. Finance Committee

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

Director Laporte MOVED to accept all three quarterly distributions from the Main Street Foundation. Seconded by Director Jakubowski. Motion passed.

- (b) Vote on Trust Fund expenditures.

Library Director Prozzo explained the need for software upgrades in light of the current COVID 19 situation with an emphasis on contactless patron experiences. Director Prozzo also asked that funds be used for the current Author Luncheon as well as the 2021 luncheon dependent on the pandemic. **Director Jakubowski MOVED to approve the expenditure of Trust Funds for library software upgrades and Author Luncheon Events. Seconded by Director Stewart-Roman. Motion passed.**

b. Property Committee

No report.

c. Policy Committee

Director Laporte MOVED to suspend Policy Manual through August 31, 2020 to allow the Library Director to make changes in accordance with latest COVID 19 guidelines and Governor's Executive Orders. Seconded by Director Kapchensky. Motion passed.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

1) February & March statistics: Nothing unusual for February. March is still being compiled because of virtual statistics.

2) Monthly Budget Report: This is the last quarter of the fiscal year. I will be looking closely at all line items to make sure we come in as close as possible to complete our spending. As of May 1, 2020:

- 104.5% @ Collected Revenue
- 81.6% @ Main Library
- 90.7% @ Children's Library
- 84.7% @ Manross Library
- 85% @ Goodsell Bequest

Budget update: The citywide budget was also approved by the BOF on April 28, the Main Library was cut: \$1650 in the Sewer account and \$1000 in Natural Gas. Manross was cut \$1000 in Utilities. Final approval will be decided at a joint meeting of the Finance Board and City Council at a meeting later this month.

3) Summer Program plans have been finalized at both the Main and Manross Libraries, DEPENDING ON WHERE WE ARE IN THE REOPENING PHASE.

4) We will be conducting an oral exam for an internal (City Hall) candidate for the Computer Lab position. If the candidate does not pass the exam then we will have to advertise to the outside.

b. City Council Liaison Report

Council Liaison Barney reported on the Painting Grant, not to include 51 High St., Senior Tax credit, Census update, and Farmer's Market.

c. Friends of the Library

Annual meeting postponed. Friends will watch spending due to lost revenue under the current circumstances.

Item 7- Old Business

- a. 2020-2021 Budget update, minor cuts totaling slightly over \$3000
- b. Historic Preservation Grant for interior paint update, grant was submitted wait for the State to decide.

Item 8- New Business

- a. After a review of the new invoice from Murtha Cullina regarding the Frederick Manross Trust, **Director Laporte MOVED to table the discussion due to technical difficulties and further clarification from the City Attorney. Seconded by Director Salvatore. Motion passed.**
- b. **Director Kapchensky MOVED to close the Library on Saturday, May 23, 2020 for the Memorial Day weekend for staff working in the building. Seconded by Director Jakubowski. Motion passed.**
- c. **Director Jakubowski MOVED to approve the Phase-Phase-in of Library Services Plan as presented by Library Director Prozzo. Seconded by Director Stewart-Roman. Motion passed.**

Item 9- Adjournment

There being no further business **Director Stewart-Roman made a motion to adjourn the meeting at 8:00 p.m. Seconded by Director Jakubowski. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Deborah Prozzo

This meeting was digitally recorded.