

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JUNE 5, 2023

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

ATTENDEES: Valina Carpenter, Eric Frenette, Nicholas Jakubowski, Elizabeth Kanachovski, Andrea Kapchensky, Pina Salvatore, and Council Liaison Sebastian Panioto.

Library Director Deborah Prozzo, Assistant Library Director Scott Stanton, and Recording Secretary Ruth Vontell.

Absent: Barbara O'Neill and Kimberly Ploszaj

Item 1- Call to order

Chairperson Carpenter called the meeting to order at 6:30 p.m.

Item 2- Audience Participation

Eleanor Wilson inquired about the status of *The Bristol Press* digitization project. Library Director Prozzo stated that the owner never got back to us.

Item 3- Approval of Minutes

Director Kapchensky **MOVED** to approve the minutes of the May 1, 2023 Regular Meeting. **Seconded** by Director Salvatore. All in favor. None opposed. Motion passed.

Item 4-Nomination and Voting of New Officers

Ruth Vontell, Recording Secretary, cast a vote for Valina Carpenter to serve as the Chairperson of the Library Board, Pina Salvatore as the First Vice Chairperson, and Andrea Kapchensky as the Second Vice Chairperson for the two-year term from July 2023 to June 2025. Director Kanachovski **MOVED** to accept the vote. **Seconded** by Director Jakubowski. All in favor. None opposed. Vote passed.

Item 5- Communications

Kathy Smith sent a card to thank the staff for their care and comfort when she fell down the inside staircase. She is mending very well and has no breaks or serious injuries.

Scott Stanton received a thank you letter from the First Congregational Church Men's Support Group for use of the meeting room and kitchen on April 28th and 29th for their annual retreat. In appreciation of the management, staff, and technical support, they made a \$100.00 donation to the library.

Item 6- Committee Reports

a. Finance Committee

No Report.

b. Property Committee

No Report.

Library Director Prozzo wishes to acknowledge Mark Bolduc and David Oakes, Facilities Manager, Public Works Department, for using the Public Works' building budget to fund the \$12,925 AirTemp replacement of HVAC equipment on the roof (heat wheel parts on ERUs).

c. Policy Committee

Director Frenette MOVED to adopt the revised Library Board Bylaws as a whole with a delayed effective date of July 1, 2023. Seconded by Director Jakubowski. All in favor. None opposed. Motion passed.

Chairperson Carpenter noted that the Library Board will now follow *Robert's Rules of Order*.

d. Strategic Planning Committee

No Report.

Marie O'Brien, Liaison to the Board of Finance, has some thoughts and suggestions regarding strategic planning. Library Director Prozzo proposed meeting this summer to brainstorm and discuss these ideas.

Item 7- Ad-Hoc Committee Reports

a. Directors Report

1) April statistical highlights:

- Overall circulation increased by 7%
- Public Internet usage increased by 46%
- Database usage increased by 79%
- Number of items cataloged decreased by 19% (hold on ordering)
- Interlibrary loans decreased by 13% (BPL as borrower) and 20% (BPL as lender)
- Patron visits increased by 20%
- Patron Library Card Registrations increased by 81% (big push)
- Meeting Room bookings and attendance were up by 61% and 32%
- Wi-Fi sessions numbered 6,176

2) Monthly Budget Report: Spending in all departments looks to be on track for this point in the fiscal year as we begin to wrap up the final quarter of the fiscal year.

- **134.7%** @ Library Revenue: collected through copying and printing, as well as meeting room rentals.
- **84.6%** @ Main Library: "Motor Fuels" is up due to the price of gas and "Other Wages" is over due to staff selling back a week of vacation. This will be addressed through transfer of funds. We've had substantial savings on Public Utilities at the Main Library because of the solar program. We pay CT Solar a fraction of what we paid Eversource. Manross Library still pays Eversource since they are not part of the solar program at this time.
- **88.4%** @ Children's Library
- **86.0%** @ Manross Library
- **58.9%** @ Library Trust Funds: Samuel Goodsell and Main Library Trust Fund money will roll into FY24.

We are in the process of spending down and closing open Purchase Orders. We are able to enter requisitions now for FY24. Council Liaison Sebastian Panioto noted that the City Council voted on the Budget last month.

3) Library Highlights for May:

The Adult Summer Reading Program started on June 1, 2023. The Summer Kick-Off was celebrated on June 2nd with an after-hours concert by the Larry Stevens Band Trio. We had a great turn out and there was a lot of energy in the room.

The Children's Department staff spent the month of May visiting all the schools to promote the summer reading programs, including free lunch.

On May 31, 2023, the Children's Department hosted a Community-wide Baby Shower with giveaways. Various businesses and organizations participated.

The Friends' Café is almost ready. It's located on the second floor in the former paperback room. Sheetrock repairs have been made, painting has been done, shelving has been re-installed, the carpet has been shampooed, and new furniture (hi-top table and café chairs) has been ordered. We also purchased a commercial grade Keurig machine. The Friends have given us seed money for this project.

4) Staff News:

Teresa Goulden will retire on July 7, 2023. Beth Martin, the Supervisor of Circulation, has accepted the position of Supervisor of Branch Services and will start on June 12, 2023. She will split her time between the Main and Manross libraries for a few weeks. Human Resources will be

conducting a second interview tomorrow with a candidate for Beth's current job.

Human Resources has made an offer to a candidate for the Floater/Readers' Advisor position.

The posting for Reference Assistant closes on June 9, 2023.

Barbara Whiting, Circulation/Technical Services Clerk, announced her retirement effective August 22, 2023.

5) Youth Author Event:

Newberry Award Winning author Rajani LaRocca will visit the Main Library on Thursday, April 11, 2024 at 2:00 p.m. during National Library Week and school vacation week. Ms. LaRocca lives in Cambridge, MA and is originally from India. She's written for preschoolers, middle school youth, and teens. She's also done workshops for adults. We are trying to get free lunch delivered to the library that day. Capacity is 300 attendees. The cost is a little over \$5,000 with travel expenses. Ms LaRocca will give a 45-minute talk followed by Q&A and book signing. Library Director Prozzo is asking the Community Outreach Committee for support in getting the word out to the community so that we have a very successful youth event.

6) 2023 Author Luncheon Reveal:

The 2023 Author Reveal will take place at the Main Library on Thursday, July 6, 2023 from 2:00 p.m. to 3:00 p.m. There will be a short video from the author's website, book review, raffle, and themed refreshments. Tickets for the annual luncheon go on sale July 24th. The cost is \$35.00 which includes a copy of the author's latest book.

b. City Council Liaison Report

City Council Liaison Panioto reported that the first Farmers' Market of the year will be held on Saturday, June 17, 2023 at 10:00 a.m.

He thanked the library staff for use of the meeting rooms for various city meetings.

The newly renovated City Hall is scheduled to be ready and open in late October or early November.

He will share a condensed, "cheat sheet" version of *Robert's Rules of Order*.

c. Friends of the Library

The Friends will partner with the library staff at the Farmers' Market on June 24th. Assistant Library Director Stanton will give Rose Ann Chatfield the August and September dates.

The Friends will attend the 2023 Author Reveal and will sell tickets for the Annual Luncheon.

The Friends will have a meeting at the Main Library on Tuesday, June 13, 2023 at 10:00 a.m. to brainstorm ideas to promote the Friends, increase awareness about the Memorial Wall, and revamp the Friends' Brochure.

There will be a mini summer book sale in the lobbies of both libraries from June 14th to June 27th. The proceeds will help fund activities and special programs for all ages.

Assistant Library Director Stanton recognized the Friends for paying for this year's summer reading prizes, the kick-off concert, and two other major events which were not in the budget. The well-coordinated hospitality committee helped during the Veterans' Spouse Appreciation event and various volunteers regularly make reminder phone calls to patrons which increases attendance at our programs and saves staff time.

d. Community Outreach Committee Report

The cap for the library truck is being custom built. The vehicle should be ready on or around June 20, 2023.

Item 8- Old Business

a. Chairperson Carpenter noted that the Library Board is down a member since Ashley Verceles resigned her position. City Council Liaison Panioto will check the appointment list to assist in filling the vacancy.

Item 9- New Business

None.

Item 10- Adjournment

There being no further business, **Director Frenette made a motion to adjourn the meeting at 7:15 p.m. Seconded by Director Kapchensky. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.