

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JULY 12, 2021

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

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

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 Kapchensky MOVED to approve minutes of the June 7, 2021 Regular Meeting Minutes. Seconded by Director Salvatore. Motion passed.

Item 4- Communications

An email was received thanking Claire Strillacci and the Reference staff for quiet study room assistance for studying during the pandemic. Patron passed their LSAT test, was accepted to Law School and got the job they were working towards.

Two Patrons sent emails thanking the Library for the Violette French Music event last Friday night, July 9th.

A letter was received June 18, 2021 from Murtha Cullina regarding the Frederick Manross Trust. Deborah Prozzo was CC'd on this letter. The letter was in response to Probate Judge Hamzy's request that the Main Street Community Foundation provide document form PC440. Murtha Cullina does not feel this form is necessary and requested it be recalled.

Item 5- Committee Reports

a. Finance Committee

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

Director Kanachovski MOVED to accept the Bristol Libraries Fund 3rd quarter 2021 distribution of \$1,090.00 from the Main Street Foundation. Seconded by Director Jakubowski. Motion passed.

Director Jakubowski MOVED to accept the Samuel Goodsell 3rd quarter 2021 distribution of \$7,237.50 from the Main Street Foundation. Seconded by Director Frenette. Motion passed.

Director Lodovico MOVED to reinvest the Manross Memorial Fund 3rd quarter 2021 distribution of \$24,360.00 from the Main Street Foundation. Seconded by Director Jakubowski. Motion passed.

b. Property Committee

Director Kapchensky reported after several months of being closed off the two reading rooms have been reopened. A walk-through was held with a representative from the State's Historic Preservation Commission to complete the paperwork for the grant. Our Patrons have been impressed by the appearance of the restored rooms.

c. Policy Committee

No report.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Directors Report

1) May statistics highlights: We are seeing an increase in circulation, reference questions answered, and internet usage. Database Usage is down since we had to drop the online version of NYTimes due to a steep price hike. We did add the online version of the Wall Street Journal since they offered the library a more reasonable subscription. Daily foot traffic is up at both libraries as more patrons feel comfortable coming back.

2) Monthly Budget Report: We have finished up the budget year and I want to thank Jen for her hard work in closing out accounts and setting up Purchase Orders for the new fiscal year. The YTD budget as of July 9, 2021 is:

- **51.6% (110%) Revenue collected.** No Room Rental until after Labor Day. We will be requiring the \$25 fee for groups bringing food into the meeting rooms since that will mean additional cleaning for our maintenance staff.
- **93.5% (96.1%) @ Main Library.** Majority of the money being returned is on the wages side of the budget. Some line items are not up-to-date as bills are still being processed in the Comptroller's Dept.
- **99.9%(95.2%) @ Children's Library.**
- **91.0%(94.8%) @ Manross Library**
- **87.1%(85%) @ Goodsell Bequest:** Remainder will be carried over.

3) Library Highlights:

- Cindy Stafford, Library Clerk in the Circulation Dept. retired as of July 9. Interviews were conducted last week for this position and HR is now doing the next step in the

hiring process. We would like to have someone on board by the end of the month.

- SRP is in full swing in all departments. As of today we have 174 adults, 423 children, and 125 young adults signed up.
- The Author Luncheon is on for October 14 with Min Jin Lee at the DoubleTree. "Save the Date" fliers have been circulating locally. Tickets will go on sale August 2 for \$30 which includes a Korean-themed luncheon followed by the author presentation and book signing.
- The staff and I are beginning the process of gathering statistics and other information for the State Annual Report. There are many new questions on the report so we want to get a head start on it.

b. City Council Liaison Report

City Council Liaison Barney reported about the proposed City Hall renovation. The goal is to be more accessible to Bristol Residents.

c. Friends of the Library

Director Salvatore reported that the Friends will be holding some pop-up book sales at the Library on July 23rd and August 6th, as well as attending more Farmers Markets than originally scheduled.

d. Bookmobile Committee Report

No Report

Item 7- Old Business

None

Item 8- New Business

None

Item 9- Adjournment

There being no further business **Director Salvatore made a motion to adjourn the meeting at 7:34 p.m. Seconded by Director Kanachovski. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Jennifer Chapdelaine

This meeting was digitally recorded.