

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, SEPTEMBER 14, 2020

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

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

Absent: Doreen Rossi and Thomas Laporte,

Item 1- Call to order

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

Item 2- Audience Participation

None

Item 3- Approval of Minutes

Director Kapchensky MOVED to approve minutes of the July 6, 2020 Regular Meeting Minutes with a spelling correction. Seconded by Director Stewart-Roman. Motion passed.

Item 4- Communications

Two thank you letters were received. One from a patron who expressed gratitude to the Library for doing their best to offer services during the pandemic and the second from the US Census, Hartford office for the Libraries assistance with the Census.

Item 5- Committee Reports

a. Finance Committee

Chairperson Carpenter reported that there was a virtual probate court hearing on July 23rd and that BOA is officially terminated from management of the Fredrick Manross Trust. Main Street Foundation is still waiting for transfer paperwork. Susan Sudecki of the Main Street Foundation will attend the October Board Meeting.

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

Director Salvatore MOVED to accept the Samuel Goodsell 3rd quarter distribution from the Main Street Foundation. Seconded by Director Stewart-Roman. Motion passed.

Director Jakubowski MOVED to accept the Bristol Libraries Fund 3rd quarter distribution from the Main Street Foundation. Seconded by Director Stewart-Roman. Motion passed.

Director Kanachovski MOVED to reinvest the Manross Memorial Fund 3rd quarter distribution from the Main Street Foundation. Seconded by Director Lodovico. Motion passed.

Director Kapchensky MOVED to accept the Samuel Goodsell 4th quarter distribution from the Main Street Foundation. Seconded by Director Jakubowski. Motion passed.

Director Kanachovski MOVED to accept the Bristol Libraries Fund 4th quarter distribution from the Main Street Foundation. Seconded by Director Stewart-Roman. Motion passed.

Director Kapchensky MOVED to accept the Manross Memorial Fund 4th quarter distribution from the Main Street Foundation. Seconded by Director Jakubowski. Motion passed.

b. Property Committee

No report.

c. Policy Committee

No report.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

1) June and July statistics and the fiscal year wrap-up are included: The numbers reflect our current situation with the online and digital content showing the only real increases. We are actually doing better than most libraries in the consortia and even statewide. Early preparation allowed us to continue to move forward in a safe manner. As of today the library is basically open in all areas except the lower level. We have capacity limits posted throughout the library.

2) Monthly Budget Report: This is the first quarter of the fiscal year and there isn't anything to report at this time. We carried over Trust Fund money again this year and had a few transfers.

- **2.3% Revenue:** Very little fine money and no room rental revenue.
- **30.2% @ Main Library:** Line item for Isaias overtime for the Main Library to be open Saturday and Sunday in for a charging and cooling center for those with no power.
- **86.6% @ Children's Library**
- **39.9% @ Manross Library**
- **69.6% @ Goodsell Bequest**

- 3) Staff news: John Moderacki, Senior Maintenance Technician, accepted a position at City Hall, Mark Bolduc was promoted, leaving his position vacant. There were no internal signers so it was advertised outside. We are currently reviewing applications. Nancy Grover, Technical Services Coordinator, retired and there were no internal candidates. The position went to the outside and Susan Bernier started on Wednesday, September 9. We also had to fill four library page positions due to high school graduations and one getting a job at another library.
- 4) I would like to thank the Friends of the Library for their financial support for the Summer Reading Programs at both libraries this summer. While this was not anywhere near our normal summer reading activity, staff in all departments did a great job offering a variety of unique virtual programs.
- 5) The Library had a booth twice at the Farmer's Market, the latest being this past Saturday. 246 people stopped at the booth and we signed up or renewed library cards for patrons. Rose Ann Chatfield from the Friends brought paperback books to sell and to get the word out that the Friends book store will be opening Wednesdays from 11:00 - 2:00. Lobby sales of fiction books has also resumed. Next Saturday the Shred-It event will be held on September 19 at the Farmer's Market in collaboration with the Public Works Dept.
- 6) Update on Author Luncheons 2021 and 2022: As reported in an earlier email to the board, the 2020 Author Luncheon has been postponed until October 14, 2021. Hopefully we will be able to go ahead with the program as planned but in the event that we can't, I have been attending a number of virtual author presentations to see what our options are. We were also in negotiations for 2021 and that has been bumped out to 2022.
- 7) The Annual Report was completed and submitted to the State Library last week. If anyone would like to see a copy I have one on file.

b. City Council Liaison Report

Council Liaison Barney reported on the Farmer's Market.

c. Friends of the Library

The Friends bookstore will reopen on Wednesdays from 11am to 2pm.

Item 7- Old Business

None.

Item 8- New Business

- a. Review new invoice from Murtha Cullina regarding Frederick Manross trust.

July invoice has been reviewed by board and paid. The board should expect that there will be an invoice for legal counsel for August.

Item 9- Adjournment

There being no further business **Director Jakubowski made a motion to adjourn the meeting at 7:21 p.m. Seconded by Director Kanachovski. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Jennifer Chapdelaine

This meeting was digitally recorded.