

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, OCTOBER 2, 2023

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

ATTENDEES: Valina Carpenter, Eric Frenette, Nicholas Jakubowski, Elizabeth Kanachovski, Andrea Kapchensky, Diane Salmoiraghi, 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 6:31 p.m.

Item 2- Audience Participation

None.

Item 3- Approval of Minutes

Director Salvatore MOVED to approve minutes of the September 11, 2023 Regular Meeting. Seconded by Director Kapchensky. All in favor. Motion passed.

Item 4- Communications

Library Director Prozzo received an email invitation from Patti Philippon, Executive Director of The American Clock & Watch Museum, to participate in the 6th Annual Mantels for the Season event. This year's theme will focus on the businesses and other organizations in the new cultural district. The acorn symbol displayed on the front doors of the library indicates that we are part of the cultural district. We said yes to this opportunity to highlight the library. If anyone on the Board would like to help plan our holiday decorations, I can show the samples Patti sent from previous years.

Item 5- Committee Reports

a. Finance Committee

Vote to accept or reinvest quarterly distributions from the three trust funds at Main Street Community Foundation.

(1) Samuel Goodsell Library Fund: The 2023 amount available for distribution is \$31,060. **Director Kapchensky MOVED to accept the 4th quarter distribution of \$7,765.00 scheduled for October 2023. Seconded by Director Kanachovski. All in favor. Motion passed.**

(2) Bristol Libraries Fund: The 2023 amount available for distribution is \$4,630. **Director Frenette MOVED to accept**

the 4th quarter distribution of \$1,157.50 scheduled for October 2023. Seconded by Director Jakubowski. All in favor. Motion passed.

- (3) Manross Memorial Library Fund: The 2023 amount available for distribution is \$106,390. **Director Kanachovski MOVED to re-invest the 4th quarter distribution of \$26,597.50 scheduled for October 2023. Seconded by Director Frenette. All in favor. Motion passed.**

Discussion followed regarding the current status of the 2nd and 3rd quarter distributions as well as the Centennial Fund monies.

Chairperson Carpenter scheduled a Finance Committee meeting for Monday, November 6, 2023 at 5:45 p.m. All are welcome to attend.

Library Director Prozzo requested that the Library Board review a rough draft of the Library Budget before she submits it to the Comptroller in January.

b. Property Committee

- (1) Director Kapchensky discussed the need to replace some carpeting near the DVDs and computers on the second floor. The proposals range in price from \$7,000 to \$11,000 depending on the company, materials, brands, etc. Carpet squares or tiles are preferable to rolled carpet. Library Director Prozzo recommended using money in the special donations & gifts account to pay for this project. We could request an appropriation from the City.
- (2) The Bristol Historical Society has been gifted several pictures that once hung in One Fifty Central restaurant. Director Kapchensky and Library Director Prozzo met and selected some that apply to the Manross area like the Forestville Jail, the Firemen's Ball, the Railroad Station, and the 1910 Reading Room. Paperwork will be prepared so that the pictures can be placed on permanent loan to the library. Director Kapchensky has photos of the pictures on her phone for those who want to take a look.

c. Policy Committee

Director Frenette MOVED to accept the revision to Section II.G. of the Meeting Room Policy to allow for reservations to be made at least two weeks, but not more than one year, in advance. Seconded by Director Jakubowski. All in favor. Motion passed.

Discussion followed regarding the various ways to book a meeting room: online, in person, over the phone, and via email.

d. Strategic Planning Committee

Director Jakubowski met with Library Director Prozzo just before this meeting to work on the 2024-2027 Strategic Plan which is in draft form. The overall theme is sustainability and there are community, facilities, and financial goals. Please email any thoughts or edits you may have to Library Director Prozzo. A completed brochure will be presented at the November 6, 2023 Library Board meeting.

Item 6- Ad-Hoc Committee Reports

a. Director's Report

1) Statistical Highlights for August:

- Overall circulation is up by 5%.
- Patron Registrations are down by 13%.
- Patron Visits are down by 2% (The software for the gates at both libraries went down for a few days which impacted the count.)
- Number of programs and attendance is up overall.
- Young Adult programs are down 42%. The department continues to struggle to get young people in. Hopefully our big author event in April will help bring awareness to the department.
- Meeting Room usage and attendance is up even though we had some "no-shows." This negatively impacts the maintenance department.
- Number of items cataloged is up 49%. More materials are getting out to the public.

Unfortunately, the number of library card holders in the state continues to decrease. Director Salmoiraghi suggested publicizing the fact that a Bristol library card can be used in any CT library.

2) Year-to-Date Budget Reports:

Library Revenue: Library Revenue, which is very healthy at 41.4%, comes from collecting fees, copier/printer charges, and meeting room rentals.

Main Library: There are no red flags. We are on track at 32.9%. There's been substantial savings from being part of the solar program.

Children's Library: 74.3% seems high but much of the money in program supplies is encumbered with our book vendors and most of the money in professional fees was used for the Summer Reading Program. We are waiting for School Readiness funds to pay for additional programs.

Manross Library: 38.7% has been used. We continue to see high electric bills. I'd like to get Manross on the solar program. I'll talk to Dave Oakes tomorrow when he comes to the library for a site visit.

Library Trusts: 69.4% has been spent. Goodsell money is used for reference materials and online databases like EBSCO, Overdrive, Value Line, Dow Jones, etc. We have not spent any money yet from the small trust fund.

Director Kanachovski inquired about paying for unexpected emergency expenses. Library Director Prozzo monitors the budget daily and is in communication with the Comptroller.

3) Library News:

- Over 100 patrons attended the Main Library Coffee House on September 19th featuring the Hot Cat Jazz band. They were very popular. We received requests to have them back again.
- Library Director Prozzo met with Bryan Walsh, the Outreach and Engagement Specialist for CT Rides, to discuss the possibility of having the library host a community-wide event in the spring with the goal of increasing awareness, accessibility, and ridership on CT Transit buses.
- There were two character visits in the Children's Department in September. A big bear attended the Teddy Bear Picnic and Curious George was on hand for Curiosity Day. Over 100 children attended those events.
- The Homeschool Club at Manross will have STEM activities available around the room to provide parents with ideas for lessons and to keep the younger siblings engaged while the older children attend the club.

4) Staff News:

Rebekah Warner joined the Circulation Department on September 25th. Erika Luukko, a longtime page in the Children's Department, will be leaving us on October 7th. Kyle Randall will start in the Reference Department on October 10th. He and Erin Shapland will provide coverage in the History Room, which we hope to reopen on Saturdays.

- 5) Susan Sadecki from the Main Street Community Foundation will give a general presentation at the December 4, 2023 Library Board Meeting. Please let Library Director Prozzo know if there are any specific topics or questions you'd like Susan to address.

b. City Council Liaison Report

Sebastian Panioto reported that the first City Council meeting to be held in the new City Council Chambers will take place on Tuesday, October 10th. Various Boards and Commissions are working on scheduling their upcoming meetings in the renovated City Hall building, which will free up some of the meeting room space at the library. Also, city departments are establishing a timetable for moving back.

c. Friends of the Library

No Report.

d. Community Outreach Committee Report

Director Kanachovski would like to meet to begin planning the details of the youth author event.

Library Director Prozzo and staff members brought the Community Outreach truck to the Health Fair at the Senior Center last month. New library cards were issued and flyers highlighting upcoming library programs were distributed.

Director Salmoiraghi suggested allowing the public to use the meeting rooms for art therapy. Assistant Director Stanton pointed out that these would have to be library-sponsored programs.

Item 7- Old Business

None.

Item 8- New Business

Director Frenette MOVED to close the Library on Wednesday, November 22, 2023 at 5:00 p.m., which is Thanksgiving Eve. Seconded by Director Jakubowski. All in favor. Motion passed.

Discussion followed.

Item 9- 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.