

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, OCTOBER 5, 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, Doreen Rossi, Thomas Laporte and City Councilperson Brittany Barney. Library Director Deborah Prozzo and Jennifer Chapdelaine Recording Secretary.

Absent:

Item 1- Call to order

Chairperson Carpenter called the virtual meeting to order at 6:34 p.m.

Item 2- Audience Participation

None

Item 3- Approval of Minutes

Director Salvatore MOVED to approve minutes of the September 14, 2020 Regular Meeting Minutes. Seconded by Director Kapchensky. Motion passed.

Director Lodovico MOVED to move new business before Communications for the Main Street Community Foundation presentation. Seconded by Director Salvatore. Motion passed.

Item 8 - New Business (moved)

The board received a presentation from Susan Sadecki and Marguerite Fletcher of the Main Street Community Foundation regarding all the Library Trusts including an update on the Frederick Manross Trust. The Frederick Manross Trust was moved to Main Street Community Foundation effective July 23rd and should be transferred over from Bank of America by mid to end of November.

Item 4- Communications

None.

Item 5- Committee Reports

a. Finance Committee

No report.

b. Property Committee

The city has begun the process for going out to bid for the interior painting project for the Historic Preservation Grant. We

are receiving \$17,500 from the state and the city will be matching that amount.

During Tropical Storm Isaias a power surge disrupted the climate control unit in the Bristol History Room. Mold was discovered a few days later when staff entered the back room. The unit has since been repaired, but mold remediation is going to be very costly. 2 bids have been received in the range to \$13,000 to \$14,000. If the city's insurance does not cover the remediation cost, the board may need to approve use of Centennial Fund Money.

c. Policy Committee

No report.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

1) August statistics:

- We continue to see negative numbers in all but the digital circulation and database usage to finish up the summer.
- Children's virtual programs were better attended than the adult. Feedback from patrons is that many are "zoomed" out.

2) Monthly Budget Report: as of October 2, 2020 spending in all departments is on track with the exception of library revenue, considering the COVID situation:

- 2.3% for collected Library Revenue compared to 34% last year
- 35.8% @ Main Library: watching the Maintenance Supplies and Repairs & Maintenance line items because of the additional COVID-related items to be purchased.
- 89.4% @ Children's Library
- 45.4% @ Manross Library
- 61.9% @ Library Trust: this does not include the carryovers yet

I would like to discuss preliminary plans for preparing the 2020-2021 budget with the Finance Committee. Perhaps the committee members would stay for a few minutes after to decide when and how to meet.

3) Highlights of library activities:

- The library once again co-sponsored the Shred-It event with the Public Works Department on Saturday, September 19. Thanks again to Mark Bolduc for helping unload resident's vehicles. The Shred It event-it was a huge success with over 200 cars passing through and 11,000 lbs. of paper were shredded.

- Plans are almost complete for the Adult Winter Reading program with a signature Virtual Author Event featuring a Fireside Chat with Lisa Wingate on Saturday, February 20.
- 4) Staff news: Interviews were held for the vacancies in the Maintenance and Children's Dept. Provisional offers have been made and I am waiting on the final confirmation from the HR Dept. Michele Kimbrough, Reference Assistant, will be retiring on November 3. The paperwork has already been signed by the Mayor to post the position and that should be coming over from HR any day now.
- 5) Meetings & Events: It was a busy month with numerous events going on. I attended:
- Pairings & Prose, a zoom event featuring authors Heather Morris and Christina Baker Kline
 - Groundbreaking for the new DoubleTree Hotel and Event Center
 - Wine, Women, and Watches, a zoom fundraiser for the Clock Museum
 - State of CT webinar, Strategies for Library Budgets in the Time of COVID
 - Biweekly Department Head webex meetings for Emergency Preparedness

b. City Council Liaison Report

No report.

c. Friends of the Library

The Friends bookstore will be open on Wednesdays from 11am to 1pm and Saturdays starting October 7th from 10am to 12 noon.

Item 7- Old Business

None.

Item 8- New Business

- a) Susan Sadecki from Main Street Community Foundation presentation regarding Frederick Manross Trust. See above under Minutes.

Item 9- Adjournment

There being no further business **Director Lodovico made a motion to adjourn the meeting at 7:45 p.m. Seconded by Director Salvatore. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Jennifer Chapdelaine

This meeting was digitally recorded.