

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, NOVEMBER 6, 2023

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

ATTENDEES: Valina Carpenter, Elizabeth Kanachovski, Andrea Kapchensky, Barbara O'Neill, Kimberly Ploszaj, Diane Salmoiraghi, Pina Salvatore, City Council Liaison Sebastian Panioto, Library Director Deborah Prozzo, Assistant Library Director Scott Stanton, and Recording Secretary Ruth Vontell.

Absent: Eric Frenette and Nicholas Jakubowski.

Item 1- Call to order

Chairperson Carpenter called the meeting to order at 6:32 p.m.

Item 2- Audience Participation

None.

Item 3- Approval of Minutes

Director Kapchensky MOVED to approve the minutes from the October 2, 2023 Regular Meeting. Seconded by Director Salvatore. All in favor. None opposed. Motion passed.

Item 4- Communications

Valerie Toner, Supervisor of Children's Services, received a letter from Gerry Bogucki, whose wife Jayne passed away a few months ago. Jayne was an art teacher who shared her talents in both the adult and children's departments. Gerry thanked Valerie for using the donations made in his wife's memory to purchase, paint, and stock "Jayne's Art Cart," for use at children's programs.

Library Director Prozzo received correspondence from the Main Street Community Foundation indicating that two quarterly distribution checks were sent to the Comptroller's office: \$1,157.50 from the Bristol Libraries Fund and \$7,765.00 from the Samuel Goodsell Library Fund.

Library Director Prozzo received an email from Laura Leonard, Lisa Scottoline's assistant. She liked the photos we sent of the 2023 Author Luncheon, which she described as was one of the best events ever. The Tuesday Agency and Authors Unbound also provided positive feedback.

Item 5- Committee Reports

a. Finance Committee

The Finance Committee met just prior to the Library Board Meeting to review a draft of the FY25 Library Budget. Library Director Prozzo would like to have it ready for the Library Board to vote on at the December meeting. She will incorporate

additional predictions and economic forecasts from the Mayor, Comptroller's Office, and Purchasing Agent Roger Rousseau.

b. Property Committee

Director Kapchensky and Library Director Prozzo met with Travis, our representative from Bartholomew Contract Interiors, to look at carpet samples. Bartholomew is a city vendor that's done a lot of work in the school system and is also on the state and CLC contract lists. They came in with the lowest bid of \$8,200 to remove and replace an area of carpet and burgundy border on the second floor near the DVD display cases and public internet stations. This beat Dalene Flooring's \$11,000 quote. Tweed carpet squares will be glued to the concrete without padding. Library staff will be responsible for moving furniture. Patrons will be able to use the computers in the computer lab during the project. Discussion followed.

Director Ploszaj MOVED to approve the use of money in the Special Gifts and Donations account to pay for the \$8,200 carpet replacement project by Bartholomew Contract Interiors. Seconded by Director Kapchensky. All in favor. None opposed. Motion passed.

Director Kapchensky read a letter addressed to the Bristol Public Library Board from Maya Bringe, President of the Bristol Historical Society, regarding a recent donation from the family of Gary Santorso of large framed prints that once hung on the walls of the 150 Restaurant.

Director Kanachovski MOVED to accept the offer of seven prints/photos for permanent loan to the Manross Library. Seconded by Director Ploszaj. All in favor. None opposed. One abstention. Motion passed.

c. Policy Committee

No report.

d. Strategic Planning Committee

Director Kanachovski thanked Library Director Prozzo and all the Library Board members who helped draft and edit the 2024-2027 Strategic Plan. Library Director Prozzo will incorporate the suggested wording, grammar, and punctuation changes so that the Library Board can vote on the final version at the December 4, 2023 meeting.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

1) September statistics: Overall circulation was up by 4%. All of our reference services showed an increase, including the Bristol History Room, which has been open and offering programs. The number of items cataloged in our Technical

Services Department was up. Overall program attendance was down from last year; however, foot traffic (patron visits) was up 6%. We had 13,660 people come through the doors at both libraries.

2) Monthly Budget Report: We are running in line with last year.

- Revenue is strong @ 54.5% even though we have been fine free for a year. Revenue from copier/printing charges and meeting room rentals is healthy and higher than last year.
- Main Library is @ 39.1% spent - Going into colder weather, we are watching natural gas and public utilities.
- Children's Library is @ 77.6% - There is only \$171 left in the professional fees account, however, we received \$1,500 in School Readiness Quality Enhancement funds last week and an additional \$1,500 will be released later in the year. This grant money can be used for programming.
- Manross Library is @ 41.7% - Public utilities are still with Eversource not CT Solar. Dave Oakes from Public Works did a site visit in mid-October. The Manross Miscellaneous account has over \$50,000 available for Manross needs. Mark Bolduc, Senior Maintenance Technician, did a walk-through with Dave Hartley of Hartley Lock & Key. Currently, there is an overabundance of keys at the Branch. Library Director Prozzo would like the Library Board to consider using Manross trust fund money to cover the cost of parts (locks, levers, etc.) and labor to enable the use of a master key for 16 main doors at the Branch. Dave Hartley's Proposal came in at \$2,915. Key cards would be much more expensive. A vote on this expenditure will be added to the December Meeting Agenda.
- Library Trust Funds are @ 39.6% - The carryovers went in. The Goodsell funds are used to purchase reference materials, both print and online resources, and nonfiction books. The small Main Library Miscellaneous trust fund has a little over \$5,500 in it.

3) Highlights:

- Sunday Hours: The Main library will be open for 12 Sundays from January 7, 2024 to March 24, 2024. The hours are 1:00 p.m. to 5:00 p.m. A couple adult programs are planned and the Children's Department has a heavy schedule of activities. The PR is ready. We want to get the word out early in order to have a strong start. The social media and signage will help.
- Author Luncheon: Assistant Library Director Stanton projected pictures from the 2023 Author Luncheon which went very smoothly. Lisa Scottoline was engaging, entertaining, and humorous. She quickly signed 300 books. The food and waitstaff were spot-on. Director Kanachovski said that this

was the best Author Luncheon so far. We are already planning next year's event which will be held on October 10, 2024.

- Spring Author Event: We look forward to hosting a children's/young adult literary event featuring the award-winning author Rajani LaRocca here in the meeting rooms at the Main Library during National Library Week and school vacation week in April. Ms. LaRocca is from India. She's written fiction and nonfiction. Check out her website.

4) Staff news:

- The Reference Department is now fully staffed.
- The Children's Department has a library page opening. We haven't had to interview for a new page in 4 years.
- We've hired a temporary custodian. He starts tomorrow and will work Monday-Friday from 2:00 p.m. to 10:00 p.m. for up to 3 months. He is filling in for one of our night custodians who is on leave. He will help us get caught up with fall cleaning projects and winter preparations.

b. City Council Liaison Report

- 1) The mayor attended the Author Luncheon and thought it was great. He's aware of the Author Event scheduled for April and the work being done on the Library's Strategic Plan.
- 2) Some meetings have been held at the new City Hall which is now open. The recording secretaries are being trained in the use of Zoom and the AV equipment. The rest of the departments should be moving back in the next month or two.

Chairperson Carpenter thanked City Council Liaison Panioto for being attentive and supportive of the Library Board.

c. Friends of the Library Report

On behalf of the Friends, Director Salvatore thanked Library Director Prozzo, Assistant Library Director Stanton, and the entire library staff for a successful Author Luncheon. Lisa Scottoline truly captured the hearts of the audience with her warm spirit, personality, and humor. It was the best author event yet.

The Friends' Bookstore is open on Mondays and Wednesdays from 11:00 a.m. to 1:00 p.m. and will be open on Saturdays from 11:00 a.m. to 1:00 p.m. starting in January.

As of October 25th, the Friends are no longer accepting book donations as they prepare for their big sale which will take place from February 28th to March 3rd.

Mini Book Sales will take place in the lobbies of both libraries during the month of December.

From November 3rd to December 1st patrons will earn a raffle ticket for each purchase made at the Friends' Café, which is open during library hours on the second floor. There is no limit on how many raffle tickets you can earn during this special promotional period. A winning ticket will be drawn during First Friday hours (10:00 a.m. to 12:00 noon) on December 1st. The winner will receive a bag and a \$20 gift certificate to IT candy store in Forestville. Director Kanachovski said that the café is a really nice, comfortable place to visit.

d. Community Outreach Committee Report

Library Director Prozzo explained that because the library is located in the Bristol Cultural District, we've been asked to decorate a mantel at the American Clock & Watch Museum for the holiday season. Our theme is book and print related. Discussion followed.

Director Salmoiraghi noted that there is a toy donation box in the lobby. The Bristol Parks, Recreation, Youth and Community Services Department asked the library to help out with their annual holiday gift giving program. Discussion followed.

Director Kanachovski offered to assist with the preparations for the youth author event in April, which will be free for families to attend, however, registration will be required because the library meeting rooms have a capacity of 300. The event may include free lunch. The author presentation will be followed by Q&A and book signing. The Community Outreach Committee may meet to discuss the possibility of pursuing funding for book purchases.

Item 7- Old Business

None.

Item 8- New Business

Director Ploszaj MOVED to accept the 2024 Library Board Meeting dates. Seconded by Director Kapchensky. All in favor. None opposed. Motion passed.

Item 9- Adjournment

There being no further business, **Director Kanachovski MOVED to adjourn the meeting at 7:28 p.m. Seconded by Director Ploszaj. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.