

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, MARCH 1, 2021

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

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

Absent: Bonnie Lodovico

Item 1- Call to order

Chairperson Carpenter called the virtual 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 February 1, 2021 Regular Meeting Minutes. Seconded by Director Betts. Motion passed.

Item 4- Communications

A patron expressed delight with the resume help they received from the reference department. An email was also received from the Mayor's office expressing their pleasure and positive feedback regarding the new Library production room.

Item 5- Committee Reports

a. Finance Committee

No report.

b. Property Committee

Director Kapchensky reported that the removal of asbestos has been completed, however a much larger area has been removed. A final bid is being awaited to do the plastering and painting of the two rooms as the cost has risen. The Bristol History Room is almost ready to reopen.

c. Policy Committee

No report.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Directors Report

1) January statistics: Overall circulation showed a decrease of 20% from last year but with strong numbers for ebooks, Downloadables, and RBDigital/Hoopla. Database usage was up with high numbers for Ancestry.com. All departments continue to offer virtual programming.

2) Monthly Budget Report as of February 26, 2021:

- 26.3% Revenue Collected: Fines and printing money, no room rentals
- 66.8% @ Main Library: natural gas might be short, HVAC settings needed to be adjusted
- 93.6% @ Children's Library
- 72.9% @ Manross Library
- 71.4% @ Goodsell Trust Fund

Spending in all departments continues to be on track for this point in the fiscal year.

The Library Budget Hearing was held last Thursday, February 25. There was a lot of positive feedback from the Board of Finance members and the Comptroller's office.

3) Highlights of library activities:

- All items purchased with the Everybody Learns Grant have now been received and installed. The latest being the individual computer work stations that replaced the long tables housing eight public computers side by side. The new units allow for social distancing and the use of all the computers rather than the four due to the spacing issue.
- The Children's Library Storytime room has been turned into a production studio with materials purchased from the grant in order to expand virtual programming in a professional manner. Jose Alvarez, YA Librarian, helped the Mayor record a video for Read Across America Day using the technology in the studio.
- As part of the Adult Winter Reading Program the Library hosted NY Times best-selling author Lisa Wingate in a virtual program on Saturday, February 20. A pre-event social was hosted by myself, Beth Martin, and Ruth Vontell in which patrons shared pooperos, chai, and conversation. Scott Stanton introduced the author and moderated the Q & A session. Jose Alvarez provided tech support. Additional thanks go out to the Friends of the Library for partially funding the Event Swag, Jen

Chapdelaine for packing up 96 swag bags, the staff of the Circulation department for handling sign-ups and distributing the swag and Hickory Stick Book Shop for handling online book sales.

- 4) Personnel matters: Meeting with Scott Smith from IT, HR Director, and the Mayor to discuss the Computer Lab position.

b. City Council Liaison Report

City Council Liaison Barney congratulated Director Prozzo on the success of her budget presentation.

c. Friends of the Library

No report.

d. Bookmobile Committee Report

Director Kanachovski reported that the Bookmobile proposal was attached to the meeting packet. This would start on July 1, 2021 for visits to the senior center, 5 farmers markets and 4 special events. This would just be a pilot program and Manross Trust funds would be used for the first year. We could revisit and research other additional funding sources in the future.

Director Betts MOVED to provide the bookmobile proposal to the Board of Education for review. Seconded by Director Jakubowski. Motion passed.

Item 7- Old Business

a. Discuss digitization of Bristol Press.

Director Prozzo reported that the Bristol Press is interested in revisiting the digitization of the paper. There has been correspondence between Claire Strillacci and Mike from the Bristol Press regarding some information that was presented to the Library. We hope to have clarification of that information for the April Board meeting.

Item 8- New Business

None.

Item 9- Adjournment

There being no further business **Director Kanachovski made a motion to adjourn the meeting at 7:11 p.m. Seconded by Director Betts. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Jennifer Chapdelaine

This meeting was digitally recorded.