

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, MAY 3, 2021

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

ATTENDEES: Valina Carpenter, Nicholas Jakubowski, Andrea Kapchensky, Jarre Betts, Pina Salvatore, Bonnie Lodovico, Elizabeth Kanachovski, Eric Frenette and City Councilperson Brittany Barney. Library Director Deborah Prozzo and Recording Secretary Jennifer Chapdelaine.

Absent: Lacea Stewart-Roman

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 Kanachovski MOVED to approve minutes of the April 5, 2021 Regular Meeting Minutes. Seconded by Director Frenette. Motion passed.

Item 4- Communications

A letter was received by the Friends of the Library from the Connecticut Community Foundation. A one-time award was received from the Larry Behr Charitable Fund of \$7,976.66 and should be listed on our annual report.

Item 5- Committee Reports

a. Finance Committee

No report.

b. Property Committee

Director Kapchensky reported that a signed contract has been made with Architectural stone for the plaster work and painting in the 2 reading rooms. Work is expected to begin in about 2 weeks. Also, the temporary side walk repair at the entrance is beginning to deteriorate. Does the city have any plans for a permanent repair? Council Liaison Barney will look into the repair schedule.

c. Policy Committee

No report.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Directors Report

- 1) March statistics: The statistics are slightly unusual due to the fact that last March we had closed on the 16th. Circulation numbers increased from last year by 21%. We should see this trend for the next few months. Other strong numbers highlighted in blue include ILL lending and number of items catalogued. Programs and attendance, along with patron visits, are still down.
- 2) Monthly Budget Report: This is the last quarter of the fiscal year. I will be looking closely at all line items to make sure that we come in as close as possible to complete our spending. As of April 29, 2021:
 - 36.6% @ Library Revenue: collected through Fines, Copier, and Printing. No Room Rentals at this time
 - 80.9% @ Main Library: all line items on track
 - 94.7% @ Children's Library: all line items on track
 - 85.7% @ Manross Library: all line items on track
 - 86.1% @ Goodsell Bequest: detailed report shows spending to date for two Trust Funds
- 3) Summer Program plans have been finalized at both the Main and Manross Libraries and they will reflect a variety of options for the public including in-person, zoom, and hybrid, all depending on where we are with the state sector rules for libraries at the time of the program.
- 4) Interviews are scheduled for Tuesday, May 4, for the Computer Lab position.
- 5) We have had an ongoing issue with the RFID gates producing "ghost numbers" (fake inflated numbers) since January 2020. Technicians have been out on multiple occasions replacing all sorts of parts with no success. After threatening to take legal action against Bibliotheca, we are finally getting new gates installed at the main entrance.
- 6) We are replacing the projector in Meeting Room 1 with an 85 inch Samsung display featuring more advanced technology. The projector is not working properly and the city-approved vendor recommended moving to this type of technology. We are using \$4122.16 out of the Main Library's donation fund.

b. City Council Liaison Report

City Council Liaison Barney reported there will be a zero mill increase and that the city received 11 million in cares act funding.

c. Friends of the Library

No report

d. Bookmobile Committee Report

No report

Item 7- Old Business

a. Discuss digitization of Bristol Press

A proposal is being researched and then would need to be reviewed by Corp Counsel and then submitted back to the Bristol Press. Claire Strillacci is working with Mike from the Bristol Press. Mike is getting a contract from Proquest for the digitization work. All contracts to be reviewed by Corp Counsel.

b. Discuss request regarding digitization of WWII tapes

After some research the information on the tapes is not exclusive to the Bristol Public Library. The Imperial War Museum in London also has these tapes. This is no longer a Board level issue.

Item 8- New Business

a. ARPA Grant, discussion and action as necessary

The Bristol Public library will be receiving \$3,000 from the ARPA Grant, which is state money received from the federal government. In order to receive this money there is a federal money reporting tool and a mandatory meeting that was attended. The deadline to report spending is June 1, 2021. It is preferred monies are spent within North America and are encouraging that they be used towards contactless efforts. Director Prozzo suggested 2 items that this money could be used for. One being the Meescan app for patron's self-checkout of library items from an app installed on their phone. This would require the lease of an additional RFID pad to disengage checked out items for exit through the security gates. This app was developed in Canada and is currently being discussed by the Consortium. The second item is Nanoseptic products. They are products used on heavily touched surfaces that are self-disinfecting. They are good for up to 3 months and relieves a custodian from having to disinfect all touched surfaces several times daily. The Board all agreed for Director Prozzo to use her best judgement.

Item 9- Adjournment

There being no further business **Director Jakubowski made a motion to adjourn the meeting at 7:15 p.m. Seconded by Director Salvatore. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Jennifer Chapdelaine

This meeting was digitally recorded.