

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JUNE 7, 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, Lacea Stewart-Roman and City Councilperson Brittany Barney. Library Director Deborah Prozzo and Recording Secretary Jennifer Chapdelaine. Absent: None

Item 1- Call to order

Chairperson Carpenter called the hybrid meeting to order at 6:30 p.m.

Item 2- Audience Participation

None

Item 3- Approval of Minutes

**Director Salvatore MOVED to approve minutes of the May 3, 2021 Regular Meeting Minutes. Seconded by Director Jakubowski. Motion passed.**

Item 4- Communications

A letter was received by Manross Staff thanking them for computer help and research from Donna G.

Valerie Toner received an award letter from Thomaston Savings Bank for \$2,500 to establish an area in the Children's Department for a train themed "All aboard the Library Train."

Item 5- Committee Reports

a. Finance Committee

No report.

b. Property Committee

Director Kapchensky reported that the painting in the 2 reading rooms should start on June 14, 2021. Also, the sidewalk repair monies are in place and need scheduling.

c. Policy Committee

No report.

d. Strategic Planning Committee

No report.

## Item 6- Ad-Hoc Committee Reports

### a. Directors Report

- 1) April statistics highlights: We can see circulation starting to pick up, especially checkout of physical items. It looks like ebooks and streaming services have plateaued. Database usage actually decreased as well. Patron visits has gone up with restrictions being lifted.
- 2) Monthly Budget Report: This is the last quarter of the fiscal year. We are monitoring each line item to make sure we come in close to spend what has been budgeted without going over. Jen and I are conducting the usual end of fiscal year activities, including closing PO's and opening new ones for Fiscal Year 2022. As of Wednesday, June 2, 2021 the budget is actually very close to where we would normally be at this point.
  - 42.7% @ Revenue: collected compared to 110% last year.
  - 88.4% @ Main Library: compared to 88% last year
  - 97.3% @ Children's Library: compared to 91% last year. We added a new reading database, Bookflix by Scholastic, to broaden our Children's online collection.
  - 87.1% @ Manross Library: compared to 89.4% last year. We are slightly over in Professional Fees but there is sufficient encumbered funds to cover that.
  - 87.1% @ Goodsell Bequest: compared to 85% last year
- 3) Library Highlights:
  - Summer Reading Programs in all departments have been finalized and sign-up has begun for the Adults. Each department has put together a wide variety of options for the public to accommodate their comfort level. We have in-person, hybrid, and virtual offerings.
  - The RFID gates have finally been replaced after a 16 month battle with Bibliotheca. It looks like the problem with "ghost numbers" has been resolved but we still have the software issue which needs to be fixed.
  - The Library and the Friends will share a booth at the Farmer's Market on June 26, July 24 and October 23.
  - May was a very busy month for staff attending a wide variety of meetings, webinars, and virtual attendance at CLA, the Connecticut Library Association annual conference. In addition, I was asked to participate in a Strategic Planning Focus group for CLC (Connecticut Library Consortium).

- 4) Staff News: The new Computer Lab Technician, Seth Ramos, started on June 1. He is very experienced with Library computer needs as he comes to us from the Cromwell Library where he worked for 10 years. Cindy Stafford, Library Clerk in the Circulation Department, is retiring on July 9 after 18 years at the Main Library. We wish her all the best.
- 5) Update on the Author Luncheon: Scott reached out to Dawn Stuart of Books in Common and she has confirmed that Min Jin Lee is good to go for the fall. We will contact the Doubletree to work out the details from the venue side. I am planning on ticket sales to begin around August 1.

b. City Council Liaison Report

City Council Liaison Barney reported that David Oakes will be moving ahead with Laviero for the sidewalk project.

c. Friends of the Library

Director Salvatore reported that the Friends will be holding some pop-up book sales at the Library as well as attending the Farmers Markets.

d. Bookmobile Committee Report

Director Kanachovski reported that Director Prozzo met with the Board of Educations. There should be more information regarding the bookmobile in the next couple of months but we will likely not be using the BOE bookmobile this summer.

Item 7- Old 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. The deadline to report spending is June 1, 2021. It has been decided to purchase 6 air mega air purifiers and 1 box of face masks to zero out the grant. Our contact for the grant believes this is a wonderful use of the funds.

Item 8- New Business

None

Item 9- Adjournment

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

Respectfully submitted,

Jennifer Chapdelaine

*This meeting was digitally recorded.*