

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JULY 3, 2023

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

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

Absent: Eric Frenette and Elizabeth Kanachovski

Item 1- Call to order

Chairperson Carpenter called the meeting to order at 6:31 p.m.

Item 2- Audience Participation

None.

Item 3- Approval of Minutes

Director Kapchensky MOVED to approve minutes of the June 5, 2023 Regular Meeting. Seconded by Director Ploszaj. All in favor. Motion passed.

Item 4- Communications

None.

Item 5- Committee Reports

a. Finance Committee

- (1) Vote to accept or reinvest quarterly distributions from Main Street Community Foundation.

Director Kapchensky MOVED to accept the Bristol Libraries Fund 3rd quarterly 2023 distribution of \$1,157.50. Seconded by Director Ploszaj. All in favor. Motion passed.

Director Jakubowski MOVED to accept the Samuel Goodsell Library Fund 3rd quarterly 2023 distribution of \$7,765.00. Seconded by Director O'Neill. All in favor. Motion passed.

Director Jakubowski MOVED to accept the Manross Memorial Library Fund 3rd quarterly 2023 distribution of \$26,597.50. Seconded by Director Kapchensky. All in favor. Motion passed.

b. Property Committee

No Report.

Director Kapchensky stated that she would like to attend the space study at Manross. Library Director Prozzo noted that a consultation has not been scheduled yet. We need to have the funding in place first.

c. Policy Committee

No Report.

Director Salvatore stated that in response to an email she received from Library Director Prozzo, the Policy Committee will meet prior to the September 11, 2023 Library Board Meeting to discuss revisions to the 1999 Request for Reconsideration form which must be completed by any patron who challenges or objects to a book, movie, audio CD, electronic resource, display, program, presenter, etc. Library Director Prozzo noted that as a public library, we must have both a Collection Development Policy (guidelines for purchasing and discarding materials) and a Request for Reconsideration form on file with the State Library. This is tied in to the Annual State Report which will post in mid-July this year. Public libraries receive some money for completing this report. Library Director Prozzo would like the Library Board to vote on the revised Request for Reconsideration form at the September meeting to avoid missing the filing deadline. Any such completed forms would be reviewed by the Library Director and brought to the Library Board for action.

d. Strategic Planning Committee

No Report.

The committee will meet in the fall. Library Director Prozzo discussed sustainability at her annual meeting with the mayor.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

1) May statistical highlights:

- Overall circulation increased by 18%
- Number of questions answered by staff increased by 25%
- Database usage increased by 130%
- Number of patrons in attendance at programs decreased by 30%
- Patron visits increased by 23% (June foot traffic was over 15,000. Summer Reading is in full swing at both libraries. Patrons are happy that Manross now opens at 8:30 a.m.)
- Patron Library Card Registrations increased by 53% (Every month of this past fiscal year saw double-digit increases. There's no minimum age to get a library card. Her goal is to have 20,000 card holders in the City of Bristol.)

- Items withdrawn increased 216% (The print Reference collection was downsized by half. Some items went into circulation and others were weeded out due to age.)
 - Wi-Fi sessions numbered 6,378
- 2) **Monthly Budget Report:** This is the final Year-To-Date budget report for Fiscal Year '23. It's a hectic time with deadlines from the Comptroller's Office.
- **143.9%** @ Library Revenue: We did very well with copier/printer charges and library rentals. Being fine-free didn't hurt us.
 - **90.5%** @ Main Library: We will do a transfer to cover the overage in motor fuels. We are also over in printing. There are some Repairs & Maintenance concerns. The exterior seal on the bottom of the electronic doors at the main entrance disintegrated causing a big gap that can be problematic with heating/cooling, rodents, and security. These doors open and close hundreds of times each day. We are over by \$1,000 on this repair. Also, the garage door at the back of the building is warped. It is an emergency exit and must be fixed. We will release Purchase Orders to cover these costs.
 - **88.7%** @ Children's Library: We have the last few bills from Baker & Taylor for books. We would like the Board of Finance to allow us to carry over unencumbered program supply money this year to purchase various items for the community outreach vehicle such as a receipt printer, barcode scanner for cell phones, bags, bookmarks, and other giveaways. We didn't want to purchase these items until we had the truck.
 - **91.3%** @ Manross Library: There are no overages that have not been addressed through transfers.
 - **58.9%** @ Library Trust Funds: We will carry over what has not been spent.
- 3) **Staff News:** Deanna Foulter started as the new Floater/Readers' Advisor on June 26th. She comes to us from the Simsbury Public Library where she worked part-time in Adult Services. Mayra Quinones started as the Supervisor of Circulation on June 30th and is familiar with the ILS system, Kronos, and MUNIS. She comes to us from a branch library in Springfield, MA and replaces Beth Martin who will become the Supervisor of Branch Services at Manross when Teresa Goulden retires on July 7th. We also have an intern with us this summer. Hannah, a Head Start teacher and graduate student at Southern Connecticut State University, is working on her MLS degree. Her focus is Technical Services and Reference. We are happy to mentor her.
- 4) **Author Luncheon 2023 Update:** The Author Reveal event will be held on Thursday, July 6th in person at the Main Library. Tickets go on sale Monday, July 24th. The cost is \$35.00, which includes lunch at the DoubleTree and a copy of the author's latest book. There will be a table set aside for

Library Board members. Authors have been selected for the Author Luncheon 2024 and a youth author event in spring 2024.

5) **Library Website:** The new library website launches on July 6th. It has a clean look and will work well on mobile devices.

b. City Council Liaison Report

No Report.

c. Friends of the Library

Director Salvatore reported that the Friends of the Library had two brainstorming meetings, one in the morning and one in the evening, about promoting membership, increasing awareness of the Memorial Wall, updating their brochure and logo, and making plans for the Friends' Café, which will be stocked with donated books for sale. They will start selling coffee soon and there will be a ribbon-cutting in August with the mayor.

d. Community Outreach Committee Report

No Report.

City Council Liaison Sebastian Panioto inquired about what happens with the old library truck after we take possession of the new vehicle. The mayor wants to highlight the new truck when the library is at the Farmer's Market on August 12th. Last month, 168 people stopped by the library booth, 12 new library cards were issued, and the Friends sold 40 books for \$20.00.

Item 7- Old Business

There is a vacancy on the Library Board. Library Director Prozzo mentioned this to the Mayor and City Council Liaison Panioto discussed it with the City Council. They are open to suggestions. Director Jakubowski recommends asking a teenager or young adult.

Item 8- New Business

None. There is no Library Board Meeting scheduled in August.

Item 9- Adjournment

There being no further business **Director Kapchensky made a MOTION to adjourn the meeting at 7:18 p.m. Seconded by Director Jakubowski. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

This meeting was digitally recorded.