

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JANUARY 6, 2020

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

ATTENDEES: Thomas Laporte, Elizabeth Kanachovski, Nicholas Jakubowski, Pina Salvatore, Bonnie Lodovico, Andrea Kapchensky and City Councilperson Brittany Barney. Library Director Deborah Prozzo and Recording Secretary Jennifer Chapdelaine. Valina Carpenter arrived at 6:41 PM and took over the meeting at Item 5a of the agenda.

Absent: Doreen Rossi

Item 1- Call to order

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

Item 2- Audience Participation

Roseanne Chatfield of the Friends of the Bristol Public Library informed that the Friends Book sale will take place February 26 through March 1, 2020. She also stated that the Holiday book sale yielded a few hundred less than last year, however there was only 3 weeks between Thanksgiving and Christmas whereas there is usually 4 as well as 3 large winter storms whereas last year there were no storms.

Item 3- Approval of Minutes

- a) Director Jakubowski **MOVED to approve minutes of the November 4, 2019 Regular Meeting. Seconded by Director Kapchensky and unanimously approved.**

Item 4- Communications

A thank you letter was received from Mary Alice Petrucelli and Donna Kosen regarding the Polar Express Event. Val Toner and Staff were thanked for their outstanding job with the children's event that hosted 202 children and their families.

A thank you letter from Fran of the Hickory Stick Bookstore was received with her appreciation for working with us on the 2019 Author Luncheon and she included a \$100 donation to be used for the 2020 Author Luncheon.

Item 5- Committee Reports

a. Finance Committee

Director Prozzo announced that we received the November 2019 statement from Bank of America for the Frederick Manross Trust which is shared with Bristol Hospital. The amount of the Fund is \$2,118,439.76.

Chairperson Carpenter announced that a letter was drafted and sent to Bank of America regarding our wishes to transfer the fund from Bank of America to Main Street Foundation. Attorney Spinella followed up with a phone call to be sure the letter was received. There should be an answer from Bank of America this week.

b. Property Committee

Director Prozzo announced Mary Dunn of the Historic Preservation Trust came out for the final site inspection from the lead paint abatement and restoration work to the exterior of the building. While here we mentioned the cracking and missing plaster in the historic portion of the library. Mary informed that the Historic Preservation grant will be reopening and to apply immediately. She will send a list of contractors who have worked within the guidelines of the grant previously for us to get quoted from.

c. Policy Committee

No report.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

1) November statistics are in the packet for your review. It was a lackluster month, reflecting the statewide trend. December's numbers look much better from what has come in. I would like to acknowledge Joshua Spiro, Assistant Information Services Librarian, for filling in afternoons in the Bristol History Room while we search for Jay Manawitz's replacement.

2) Monthly Budget Report: as of January 3, 2020 we have spent:

- 70.2% Revenue collected
- 57% @ Main Library
- 95.1% @ Children's Library
- 63% @ Manross Library
- 59.2% @ Goodsell

Spending is on track as we are at the start of the third quarter. These numbers are almost the exact percentages from last year, with the exception of the revenue being much higher.

I attended the Mayor's Budget Meeting on November 26. We were given direction for submitting our departmental budgets

with a request for no increase. The salary side of the budget was a substantial increase so the other side of the budget must remain flat.

3) Personnel matters: The position of Reference Assistant was posted the middle of November and there were no internal candidates. The position was posted outside and we had 59 applicants. We will be conducting interviews this Wednesday, January 8 and hopefully have someone on board before the first week of February.

4) Library Highlights:

- The Main Library participated in the Reverse Children's Holiday Parade on Sunday, December 8. The Parks Dept. has taken this event over from the Chamber of Commerce. Valerie Toner dressed in one of the book character costumes and Sarah Ayotte handed out small giveaways to the children.
- We had a record-breaking number of 193 patrons attend the Shoreline Ringers Holiday Concert on December 7.
- A reminder that Sunday hours begin January 5 and run through March 22. We will be ushering in the Roaring Twenties with a special Sunday Coffee House featuring The Gatsby Gang at 2:00 pm on January 12. At this time the Mayor will be joining us for the Author Reveal for the 2020 Author Luncheon. Hope to see many of you at the Coffee House.

b. City Council Liaison Report

No report.

c. Friends of the Library

No report.

Item 7- Old Business

None.

Item 8- New Business

a. Review new invoice from Murtha Cullina regarding Frederick Manross Trust.

The Invoice is for \$1,491.72. Director Kanachovski made a motion to approve payment of the invoice, seconded by Director Jakubowski. All present voted in favor and the motion passed.

b. Vote on 2021 Fiscal year Budget.

Director LaPorte made a motion to approve the 2021 Fiscal Year Budget, seconded by Director Jakubowski. All present voted in favor and the motion passed.

Item 9- Adjournment

There being no further business Director Kapchensky made a motion to adjourn the meeting at 7:42 p.m., seconded by Director Jakubowski. All present voted in favor and the meeting adjourned.

Jennifer Chapdelaine
Recording Secretary