

**MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS**

**MONDAY, May 6, 2019**

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

**ATTENDEES:** Elizabeth Kanachovski, Andrea Kapchensky, Thomas Laporte, Bonnie Lodovico, Donna Papazian, Pina Salvatore and Valina Carpenter. Library Director Deborah Prozzo and Recording Secretary Jennifer Chapdelaine.

Absent: Doreen Rossi, Nicholas Jakubowski and City Councilman Peter Kelly

Item 1- Call to order

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

Item 2- Audience Participation

None.

Item 3- Approval of Minutes

- a) Director Papazian **MOVED to approve minutes of the April 1, 2019 Regular Meeting. Second by Director Kanachovski and unanimously approved.**

Item 4- Communications

Three communications were received:

- Main Street Community Foundation 5 year anniversary card from moving the 3 Funds to them.
- Donna Koser from West Central CT Parent Leader Alumni thanking for the use of our Meeting Rooms.
- Letter from ACLB asking for help from members of the Board to serve in a professional capacity. If they cannot get help filling positions, they may have to dissolve the group.

Item 5- Committee Reports

a. Finance Committee  
No Report.

b. Property Committee

- a) Director Papazian announced that the sectionals in the Children's Department will be reupholstered by Correctional Enterprises of CT, a city vendor. The cost for 22 pieces and 2 end tables will be \$3,154.00. Also we are looking to add 2 new security system cameras to the lobby and update the monitoring system, this project was quoted by Alarm Services Plan, which came in at approximately \$4,500.

c. Policy Committee

No Report.

Director Lodovico **MOVED to add a vote to New Business to vote on the Revised Used Book Policy. Second by Director Papazian and unanimously approved.**

d. Strategic Planning Committee

Director Laporte announced that two of the six goals have been implemented. For Technology, that has been an increase in monthly computer classes offered. For Sustainability, to preserve the architecture of the building, Dawn Ledger is working on applying for the Historic Preservation Grant to fix the releasing plaster in the reading rooms.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

- 1) March statistics: We had an increase of 32% in overall circulation the highest percentage was RB Digital and Hoopla online content. Some other areas to note include a decrease in reference services and program attendance. Manross numbers in general are trending downward so I will be taking a closer look for the next quarter to see what might be causing this. Patron visits were down for the month mainly due to low Sunday numbers.
- 2) Monthly Budget Report: This is the last quarter of the fiscal year. Jen and I will be looking closely at all line items to make sure we come in as close as possible to complete our spending. As of May 1, 2018 we have spent:
  - 82.2% @ Main Library
  - 94.5% @ Children's Library
  - 81.7% @ Manross Library
  - 91.2% @ Goodsell Bequest

At the Board of Finance Budget adoption meeting Marie O'Brien, library liaison, made a motion to add the "main library LED lighting conversion project" to the capital budget. It was proposed at an amount of \$333,970, which would be funded by bonding. Director of PW, Ray Rogzinski, said the project would have a payback period of approximately four years. It was unanimously approved.

The citywide budget was also approved and the library had no cuts, in fact there was a substantial increase in the wages portion of the library budget due to contract negotiations and job upgrades. Final approval will be decided at a joint meeting of the Finance Board and City Council on Monday, May 20.

- 3) Summer Program plans have been finalized at both the Main and Manross Libraries. We are debuting a new software at the Main Library provided by the State of CT for free. The Friends of the Library are once again generously providing all departments with funding for prizes. There is a wide variety of activities for all ages (see handouts). We invite the Library Board members to attend activities this summer and we look forward to your support.
- 4) Tickets go on sale for the Author Luncheon on June 1. Price is \$28 and includes a plated Russian-themed menu at the Doubletree. There will be a table reserved for Library Board members.

b. City Council Liaison Report

No report.

c. Friends of the Library

The Friends next meeting is September 12 at 6:00 PM. The bookstore is looking for volunteers on Thursday nights from 5 to 7 PM and for the hospitality committee.

Item 7- Old Business

Director Lodovico inquired about the Census Job Fair. Director Prozzo answered that a representative set up a table in the lobby to discuss jobs with people who were interested. 34 people stopped to express interest in a job. She will come back in a few weeks and set up the table in the lobby again.

Item 8- New Business

- a) Vote to accept the updated used book policy which will be renamed *Items Donated to the Library Collection*.  
Director Lodovico **MOVED to update the Items Donated to the Library Collection Policy. Second by Director Papazian, after some discussion was unanimously approved.**

Item 9- Adjournment

There being no further business to come before the Board, Director Kapchensky **MOVED to adjourn the meeting at 7:04 p.m. Second by Director Kanachovski and unanimously approved.**

---

Jennifer Chapdelaine  
Recording Secretary

Note: This meeting was digitally taped.