

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, June 3, 2019

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

ATTENDEES: Andrea Kapchensky, Thomas Laporte, Bonnie Lodovico, Doreen Rossi, Nicholas Jakubowski, Pina Salvatore, Valina Carpenter and City Councilman Peter Kelly. Library Director Deborah Prozzo and Recording Secretary Jennifer Chapdelaine.

Absent: Elizabeth Kanachovski and Donna Papazian.

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 Kapchensky **MOVED to approve minutes of the May 6, 2019 Regular Meeting. Second by Director Lodovico and unanimously approved.**

Item 4- Communications

None.

Item 5- Committee Reports

a. Finance Committee

Chairperson Carpenter is continuing with communications with City Attorney Conlin and the private attorney regarding the questions the Finance Committee has for Bank of America.

b. Property Committee

- a) Director Prozzo announced that regarding the security cameras Roger Rousseau is working on answers for the Library's needs. He is looking at a new platform and will get us information shortly. He met with Chris Soper and John Moderacki on May 22nd. On May 13th a patron hit the library with her car. Both the car and Library building were damaged. Police were called. Dave Oakes came out to assess the situation and put in a claim for repairs with her insurance.

c. Policy Committee

No report.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

- 1) April statistics: We continue to see an increase in circulation particularly in downloadables and Hoopla and RBDigital. The highest circulating item throughout the consortia is downloadable audio. We will be shifting some additional funds to that area. Other areas that showed increases include the number of items loaned to other libraries, visitors to the Bristol History Room, adult items cataloged, the number of adult programs and overall program attendance. We saw decreases in some areas including the number of children's programs, patron registrations, and computer lab usage.

- 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. As of Friday, May 31, 2019:
 - **102.5% increase in Revenue:** due mainly to the new meeting room rental rates and increase in printing demands.
 - **87.5% @ Main Library:** Excellent shape to finish up the fiscal year.
 - **92.3% @ Children's Library:** enough to cover orders and entertainers through the end of the month.
 - **82.7% @ Manross Library:** some part time wages might need to be moved to regular wages due to the part time custodian being coded wrong by Personnel.
 - **99.7% @ Goodsell Bequest:** detail report shows what has been spent.

- 3) Library Highlights: a) There was a great turnout with over 200 for the Mike Reiss event co-sponsored with the Bristol Arts and Culture Commission. Our council liaison Peter Kelly was in attendance along with Councilmen Greg Hahn and Scott Rosado, the Mayor, and members of the commission. Thanks to the Friends of the Library Hospitality Committee for assisting with the check-in process and manning the refreshment stations. Thank you to John Moderacki for wiring the meeting rooms to make it possible to use all three screens for Mike's presentation. This will be extremely useful for future events. b) Valerie Toner, Supervisor of Children's Services received a grant for \$1500 to support additional programs to be held as part of the Summer Reading Program. Valerie also received \$500 from the Rotary Club to sponsor yoga after lunch this

summer. c) The Computer Lab hosted LCI member librarians for three days of training in May. Staff came from a number of libraries in the consortia to learn some new features offered through the network.

- 4) Tickets went on sale for the Author Luncheon on Saturday, June 1. Price is \$28 and includes a Russian-themed plated lunch at the Doubletree. There is a table reserved for Library Board members. (Tickets will be available for purchase.)

b. City Council Liaison Report

No report.

c. Friends of the Library

No report.

Item 7- Old Business

a. 2020 Luncheon Update

Director Prozzo reported that Heather Morris declined our firm offer after 2 months. Books in Common got together a list of authors for us. Min Jin Lee was offered at a price less than we had set aside for Heather Morris. She has written *Free Food for Millionaires* and most recently *Pachinko*. Rose Anne of the Friends already received and signed the contract. Her fee will be \$20,000 with optional \$1,000 for travel if needed. The date will be Thursday, October 15, 2020.

Item 8- New Business

None.

Item 9- Adjournment

There being no further business to come before the Board, Director Lodovico **MOVED to adjourn the meeting at 6:56 p.m. Second by Director Jakubowski and unanimously approved.**

Jennifer Chapdelaine
Recording Secretary

Note: This meeting was digitally taped.