

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

**MONDAY, July 1, 2019**

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

**ATTENDEES:** Thomas Laporte, Elizabeth Kanachovski, Donna Papazian, Nicholas Jakubowski, Pina Salvatore, Valina Carpenter and City Councilman Peter Kelly. Library Director Deborah Prozzo and Recording Secretary Jennifer Chapdelaine. Andrea Kapchensky arrived at 6:45pm.

Absent: Bonnie Lodovico and Doreen Rossi.

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

- a) Director Kanachovski **MOVED to approve minutes of the June 3, 2019 Regular Meeting. Second by Director Jakubowski and unanimously approved.**

Item 4- Communications

Michael and Denise Reiss made a donation to the Friends in the amount of \$500. Roseann would like direction from the Board on how to allocate the funds as the donation came with unrestricted purpose.

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 and is hopeful for progress by the September meeting.

- (a) Vote to accept or reinvest quarterly distribution from Main Street Foundation.  
Director Laporte MOVED to accept all 3 quarterly distributions. Seconded by Director Jakubowski and unanimously approved.

b. Property Committee

No report.

c. Policy Committee

Director Prozzo reported that she received an email from Director Lodovico stating she would like the current Policy Manual reviewed. It has not been updated since 1999. Each section should be signed and dated that it was reviewed even if no changes were made. Small changes should be marked "ok" by the Director and significant changes should be brought before the Policy Committee and then added to a future agenda for Board vote.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

- 1) May statistics: We had a 36% increase in overall circulation with the highest circulating items being RBDigital and Hoopla. While the reference dept. was not as busy as last year the Bristol History Room had a lot of activity. Tech Services did not catalog as many items with the emphasis being on digital content. Program and attendance were good with the YA dept. still showing negative numbers. Patron visits were down at the Main Library but the meeting rooms at both libraries continue to be busy.
- 2) Monthly Budget Report: We have finished up the budget year and I want to thank Jen for her hard work in closing out accounts and setting up Purchase Orders for the new fiscal year. Jen is still paying invoices from this fiscal year and will be able to do so until the middle of July. Next month we will have a better picture of how close we came in our spending but in the meantime as of June 30, 2019:
  - **108.8% Revenue:** Anticipated decrease in fine money offset by increase in copier charges and room rental.
  - **94.0% @ Main Library:** There are some accounts that we will be returning money, mostly on the wages side, over time because we didn't use much this past winter, water & sewer because the issue with the chiller was fixed, public utilities demand was not as high as predicted.
  - **100.6% @ Children's Library:** Enough money encumbered to pay any outstanding invoices so their overage will go away.
  - **87% @ Manross Library:** We will be returning money in the wages accounts, public utilities, and natural gas. The Manross Misc. will remain in the account.
  - **91.2% @ Goodsell Bequest:** Will remain in the account.
- 3) Library Highlights:
  - Scott Stanton has received a promotion to Assistant Director, he will continue to be responsible for programming and publicity in addition to his new duties.

- We have a summer intern from SCSU working on her MLS, Amanda Vibert. She has been rotating among the departments and working on some special projects.
  - The budget narrative has been submitted to the Comptroller's minus the end of year stats which will be compiled at the end of the week.
  - SRP is in full swing in all departments. We have been very busy sign-ups and programs. Free lunches also started and in the month of June we served 1024 lunches, an increase of almost 200 from last year already.
  - The Author Luncheon is sold out with the exception of the Library Board table. Rose Ann would like to release any tickets to the general public if we don't fill the table.
- 4) I have a concern that was brought to my attention by Jay Manewitz from the Reference Dept. Jay is responsible for the Bristol History Room and lately he has been receiving numerous requests for copies of pictures by patrons. The library does not currently put a limit on the number of photo copies requested but after discussing this I feel that the Library Board should consider limiting the number of copies per patron.

b. City Council Liaison Report

No report.

c. Friends of the Library

No report. Next meeting will be held on September 12, 2019 at 6:00 p.m.

Item 7- Old Business

None.

Item 8- New Business

- a. Review new invoice from Murtha Cullina regarding Frederick Manross Trust.  
Invoice was reviewed and will be paid.

Item 9- Adjournment

There being no further business to come before the Board, Director Jakubowski **MOVED to adjourn the meeting at 7:20 p.m. Second by Director Kapchensky and unanimously approved.**

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Jennifer Chapdelaine  
Recording Secretary

*Note: This meeting was digitally taped.*