

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

DRAFT

MONDAY, September 9, 2019

Bristol Public Library, 5 High Street, Bristol CT 06010

ATTENDEES: Valina Carpenter, Nick Jakubowski, Elizabeth Kanachovski, Andrea Kapchensky, Thomas LaPorte, Bonnie Lodovico, Donna Papazian, Pina Salvatore
Absent: Doreen Rossi
Council Liaison: Peter Kelley
Staff: Deborah Prozzo, Library Director
Christine Cooper, Recording Secretary

Item 1 – Call to order

Chairperson Carpenter called the meeting to order at 6:33 p.m.

Item 2 – Audience Participation

None.

Item 3 – Approval of Minutes

- a) **Director Jakubowski moved to approve the minutes of the July 1, 2019 Regular Meeting, seconded by Director Kapchensky. All present voted in favor and the minutes were approved.**

Item 4 – Communications

Library Director Prozzo reported the following

- Thank you card was received from the Collection Committee of the Bristol Historical Society thanking the library for allowing them to borrow the New Departure index drawers from the Bristol Room.
- Thank you was received from Summer Intern Amanda Vibert who said that it was a wonderful internship experience and that she learned an awful lot, had a great time, and the staff were very welcoming and willing to answer her questions.
- Scott Stanton received a Certificate of Appreciation that was presented to the Library for providing a venue for monthly meetings for the Greater New England Alliance of Black School Educators.
- Received an email from one of the patrons forwarded from the Mayor's office inquiring about the number of handicapped spaces in the library parking lot. A reply was sent advising her that the library had the number of required handicapped spots based on the State of Connecticut guidelines. At present the library has 92 total parking spots and the circle containing the handicapped spots has 4 spots which fulfills the State requirement. The reply also mentioned that the need for handicapped spots fluctuates with the time of day and what programs may be held. No additional spots may be added at this time until additional parking is obtained. Discussion. Sometimes cones can be placed to make more spots available if needed.
- The Bristol Historical Society requests to return a Victorian sofa to the library which was donated to them at some point. It was voted on May 3, 1999 to donate the "Muzzy antique sofa" to the Bristol Historical Society. Discussion. The sofa needs repairs and a photo was distributed.

Bonnie Lodovico made a motion, seconded by Elizabeth Kanachovski, that the library does not want the sofa back. All present voted in favor and the motion passed. Mrs. Prozzo will convey this information back to the Historical Society.

Item 5 – Committee Reports

a) Finance Committee

Chairperson Carpenter had a conference call with Attorney Conlin and the private attorney about removing the Frederick Manross Trust from the Bank of America. They had some suggestions which she reviewed with the Finance Committee.

b) Property Committee

No Report.

c) Policy Committee

No Report from Director Lodovico but Mrs. Prozzo had some information. There has been a quick review of the Policy Manual and some cleanup language has been suggested. These were distributed (recommendations highlighted in yellow). They would also like to work on their collection development policy. This is somewhat dated and will be worked on to better reflect current practice.

d) Strategic Planning Committee

No Report.

Item 6 – Ad-Hoc Committee Reports

a) Library Director's Report

- Statistics for June and July showed a very busy summer. The coffee houses were popular. August statistics are still being compiled.
- The end of fiscal year statistics (July 2018 – June 2019) were included in the meeting packet and there will be a five-year comparison to come in the next few months. The numbers of each activity depends on the other numbers. They were down two staff members this summer. Sandy Stafford is working part-time to assist while Jenn is out.

- The monthly budget report is in the packet. This is about the same as last year at this time. There is nothing too much to report as it is the first quarter. They are already at 30% of revenue – this is good for this early in the year. There has been good revenue from the room rentals. Also, lots of copies are being made. One transfer was requested from the Board of Finance to cover an overage in the printing account. They also carried over their trust funds. She has also received word that they have to carry over the Bristol Library trust fund (\$4,170).
- Mrs. Prozzo wants to thank Friends of the Library for the financial support and assistance of the Summer Reading program at both libraries and assistance with events (their hospitality committee). They will be recognized during the week of October 20 – 26 which is National Friends of the Library week and they will host a little gathering on Saturday, October 26 at 11:00.
- The author luncheon will have 27 tables of 10 each and they also have 3 or 4 tables wait listed.
- One of the goals of the strategic plan was to serve as a community center and collaborate with other city departments. They will be holding a "Shred Event" on September 28th at the Farmers Market along with Public Works. They will share the cost of the truck with Public Works. City residents can bring up to 10 boxes.
- After five years of working on the ability to do library cards off-site they tested it at the Rec and Read program at the Parks and they were able to sign up people using a hot spot. This allowed them to log into the circulation system and issue cards on-site. Chris Soper and Scott Stanton worked hard to be able to get this done. A staff member will be going out to Greene-Hills school to do this and we may look at some funding to be able to purchase additional hot spots.
- The furniture in the children's department was reupholstered – 23 pieces came in under \$3,000.
- There was some vandalism in August. At 12:30 a.m. light fixtures in front of the building had one light smashed with a stone from the parking lot. A second light was knocked off and additional damage was done on High St. Dave Oakes is trying to find the parts to fix them.
- State of CT Annual Report is on file for review. This is required per State Charter.
- Jay Manewitz reported an influx of people requesting copies of pictures from the History Room. He received a request from Bingham Place for about 30 pictures. He received another request from a local business for pictures. We should think about charging for these pictures as this is really not what the history room is for. We need a new policy. This should be referred to the Policy Committee. This is an excessive amount and they are being told this is under review. Bristol is unique that they have this room. For most other communities the people go to the historical society.

b) City Council Liaison Report

No report.

c) Friends of the Library

On September 12th there is a meeting at 6 p.m. at the library.

Item 7 – Old Business

None.

Item 8 – New Business

There is an invoice for \$68.04 from Murtha, Cullina for the Frederick Manross Trust Fund which needs approval. **Director Lodovico made a motion to pay the invoice for \$68.04 from the Trust Fund, seconded by Director Jakubowski, all present voted in favor and the motion was passed.**

Item 9 – Adjournment

Director Jakubowski moved to adjourn the meeting at 7:19 p.m., seconded by Director Kanachovski. All present voted in favor and the meeting adjourned.

Respectfully submitted,
Christine Cooper
Recording Secretary

Note: This meeting was digitally taped.