

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

**MONDAY, OCTOBER 7, 2019**

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

**ATTENDEES:** Thomas Laporte, Donna Papazian, Nicholas Jakubowski, Pina Salvatore, Valina Carpenter, Bonnie Lodovico, Andrea Kapchensky and Doreen Rossi. Library Director Deborah Prozzo and Recording Secretary Christine Cooper.

Absent: Elizabeth Kanachovski and City Councilman Peter Kelly.

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 Papazian **MOVED to approve minutes of the September 9, 2019 Regular Meeting. Seconded by Director Kapchensky and unanimously approved.**

Item 4- Communications

None.

Item 5- Committee Reports

a. Finance Committee

Director Prozzo reviewed the Bank of America bank statement for August. The board discussed how they would go about making a change. There is a process and advice is needed from the attorneys. Discussion.

**Director Lodovico MOVED to proceed with our attorneys to remove that trust from Bank of America to Main Street Community Foundation. Seconded by Director Papazian. Discussion. All voted in favor and the motion was passed.** Attorney Conlin will be contacted.

- (a) Vote to accept or reinvest quarterly distributions from Main Street Foundation.

- Bristol Library's Fund: Quarterly distribution of \$1,052.50 (fourth quarter distribution). **Director Kapchensky made a motion to accept the distribution, seconded by Director Jakubowski. All present voted in favor and the motion passed.**
- Manross Memorial Library Fund: Quarterly distribution of \$20,027.50. **Director Lodovico made a motion to accept the distribution, seconded by Director**

**Jakubowski. All present voted in favor and the motion passed.**

- Samuel Goodsell Library Fund: \$7,062.50. **Director Salvatore made a motion to accept the distribution, seconded by Director Kapchensky. All present voted in favor and the motion was passed.**

b. Property Committee

No report.

c. Policy Committee

- (a) Review "Images Request" letter for Bristol History Room and take any action as needed.

Director Prozzo reported that Jay Manewicz drafts a letter when he receives a large request for materials. Some of the contents of the letter included "for personal non-commercial use" and "images may not be sold, reproduced, or commercially or non-commercially published without the express written permission of the Director." Director Prozzo's suggestion is to use this for the framework. Discussion. Some photos exist in the public domain. The issue is for photos that are in the library's collection. All use of images must be accompanied by a line that says "Courtesy of the Bristol Public Library." Although the library has sold pictures in the past, the library does not usually charge for pictures whereas the Bristol Historical Society does. Specific future requests with an offer to pay will be referred to the board for consideration.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

- Director Prozzo asked if there were any questions on the statistics. Everything is on track. Bills are up to date. The monthly budget report as of October 4<sup>th</sup> is on track.
- The Trust Fund - final page does not yet include the carryovers.
- Activities for September: The first "Shred Event" took place. Over 250 cars came through and they collected 15,000 lbs. of paper. The truck was filled. They received very good feedback. Director Prozzo would like to thank Lindsey Rivers and the Public Works department for coordinating and also like to thank the Children's Room

staff (Sarah Ayotte) for proposing the event and securing a company to do it, as well as Beth Martin, Scott Stanton, and Pierre Lemieux for assisting in this event. They would like to do this again, probably after tax season.

- Author Luncheon: Director Prozzo met with the DoubleTree and is finalizing details.

b. City Council Liaison Report

No report.

c. Friends of the Library

No report. The Friends Brunch will be held on October 26, 2019 at 10:00 a.m.

Item 7- Old Business

None.

Item 8- New Business

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

The Invoice is for \$136.08. This is for billed hours on August 30<sup>th</sup> for email correspondence with Attorney Conlin.

**Director Papazian made a motion to approve payment of the invoice, seconded by Director Rossi. All present voted in favor and the motion passed.**

Item 9- Adjournment

There being no further business Director Papazian made a motion to adjourn the meeting at 7:09 p.m., seconded by Director Kapchensky. All present voted in favor and the meeting adjourned.

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Christine Cooper  
Recording Secretary

*Note: This meeting was digitally taped.*