

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, FEBRUARY 3, 2020

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

ATTENDEES:, Elizabeth Kanachovski, Nicholas Jakubowski, Pina Salvatore, Bonnie Lodovico, Andrea Kapchensky, Doreen Rossi, Lacea Stewart-Roman and City Councilperson Brittany Barney. Library Director Deborah Prozzo and Recording Secretary Jennifer Chapdelaine.

Absent: Thomas Laporte

Item 1- Call to order

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

Item 2- Audience Participation

Marie O'Brian, Board of Finance Liaison, brought her 2 grandchildren to the Children's Department of the Library for a program and was very happy with the activities available and the diversity.

Item 3- Approval of Minutes

Director Kanachovski **MOVED to approve minutes of the January 6, 2019 Regular Meeting. Seconded by Director Jakubowski. All present voted in favor and the motion passed.**

Item 4- Communications

None.

Item 5- Committee Reports

a. Finance Committee

Chairperson Carpenter announced that lawyers have been retained and we are moving forward with Bank of America.

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

Director Kapchensky **MOVED to accept \$1,077.50 from the Bristol Library Fund. Seconded by Director Jakubowski. All present voted in favor and the motion passed.**

Director Kanachovski **MOVED to accept \$7,237.50 from the Samuel Goodsell Fund. Seconded by Director Jakubowski. All present voted in favor and the motion passed.**

Director Jakubowski **MOVED to reinvest \$20,755 from the Manross Memorial Library Fund. Seconded by Director Lodovico. All present voted in favor and the motion passed.**

b. Property Committee

Director Prozzo announced that we received our close out package from Dawn Ledger regarding the Historic Preservation Grant regarding the lead paint abatement to the exterior of the Library. Mary Dunn of the Historic Preservation will be coming out to inspect the plaster in the reading rooms.

c. Policy Committee

No report.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

1) December statistics: Overall we saw negative numbers in circulation mainly due to having a full year with automatic renewals. The consortium was aware that this leveling off would occur one year into the program so it was expected. I have highlighted a few numbers in yellow: BPL as a borrower has decreased by 20% BPL as Lender has increased by 14%. That is a excellent trend since it means we have more items in our collection that other libraries want to borrow and we don't need to request items for our patrons. As expected the Bristol History Room numbers show a sharp decrease since the hours have been somewhat curtailed since Jay Manawitz retired. Patron visits shows a decrease but I believe that number is incorrect. After Christopher Soper departure as Computer Lab Supervisor I have been monitoring the RFID gates and discovered a fault with the High St. Gate dating back to possibly October 2019. I am currently working to resolve the issue and hopefully will be able to retrieve any stored numbers.

2) Monthly Budget Report: Spending in all departments looks to be on track for this point in the fiscal year. January 31, 2020 we have spent:

- 71.8% @Revenue: we are running ahead of projections on printing and room rentals
- 61.5% @ Main Library:
- 94.9% @ Children's Library:
- 67.1% @ Manross Library:
- 74.8% @ Goodsell: A complete listing of items purchased is included.

I will be meeting with the Comptroller's staff on Wednesday, February 12, at 9:00 am to review the budget before it gets presented. The library's budget presentation is scheduled for Thursday, February 28 at 6:00 pm.

3) Highlights of library activities:

- The Main Library held two adult programs on Sundays and both were very well attended. The Author Reveal followed by the Gatsby Gang Concert drew 140 while the Chinese New Year celebration which was rescheduled due to bad weather had 190 in attendance. (Bristol Press articles)
- January marks the fifth month of collaboration between the Children's Dept. and the Bristol Boys & Girls Club—the staff have brought ART & ARTISTS themed stories & crafts to children in clubhouses at all the elementary schools.
- Manross Library will once again be offering Homeschool Club for area homeschool families. Amazing Animals is the theme which starts in 3 weeks.

4) Personnel matters: The position of Reference Assistant has been filled. Meagan Cairns will begin on Monday, February 10. Chris Soper, Computer Lab Supervisor, has accepted a position at City Hall so we are in the process of working on an update to this job description.

b. City Council Liaison Report

Council Liaison Barney reported that the library plaster repair is on the agenda for the building committee. It is proposed for 2020-2021. They are working on state funding. The repair estimate is \$30,000.

c. Friends of the Library

Book sale will take place from February 26, 2020 to March 1, 2020. The Annual Meeting will be held on April 26, 2020 at 10 AM.

Item 7- Old Business

None.

Item 8- New Business

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

The Invoice is for \$243.81. **Director Jakubowski made a motion to approve payment of the invoice, seconded by Director Kanachovski. All present voted in favor and the motion passed.**

b. Discuss applying for a Historic Preservation Grant for interior lead paint abatement and painting and take any action as needed.

Director Jakubowski made a motion to approve applying for the Historic Preservation Grant, seconded by Director Lodovico.

All present voted in favor and the motion passed.

Item 9- Adjournment

There being no further business Director Kapchensky made a motion to adjourn the meeting at 7:33 p.m., seconded by Director Jakubowski. All present voted in favor and the meeting adjourned.

Jennifer Chapdelaine
Recording Secretary

This meeting was digitally recorded.