

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, July 6, 2020

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

ATTENDEES: Valina Carpenter, Nicholas Jakubowski, Thomas Laporte, Andrea Kapchensky, Bonnie Lodovico, Pina Salvatore, Library Director Deborah Prozzo and Jennifer Chapdelaine Recording Secretary. City Councilperson Brittany Barney logged in at 6:51PM

Absent: Doreen Rossi, Lacea Stewart-Roman and Elizabeth Kanachovski

Item 1- Call to order

Chairperson Carpenter called the virtual meeting to order at 6:31 p.m.

Item 2- Audience Participation

None

Item 3- Approval of Minutes

Director Laporte MOVED to approve minutes of the June 1, 2020 Regular Meeting. Seconded by Director Salvatore. Motion passed.

Item 4- Communications

None.

Item 5- Committee Reports

a. Finance Committee

Chairperson Carpenter reported that Attorney Spinella received notification on June 24th from the Bank of America counsel that they filed for resignation of the Fredrick Manross Trust on June 12th. There will be a virtual probate court hearing on July 23rd.

b. Property Committee

No report.

c. Policy Committee

No report.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Library Director's Report

- 1) May statistics: The highlight for May is the digital content with a 54% increase in downloadable e-books and a 25% increase in RBDigital and Hoopla circulation. Database Usage had a 431% increase with Ancestry and NYTimes seeing huge increases. Working on end of year statistics that need to go to the Comptroller's

Dept. for the Budget Narrative and also for the State Annual Report.

- 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. Some line items are not spent down due to the COVID 19 situation but next month we will have a better picture of how close we came in our spending but in the meantime as of June 30, 2020:

- **110% Revenue**
- **96.1% @ Main Library**
- **95.2% @ Children's Library**
- **94.8% @ Manross Library**
- **101.2% @ Trust Fund Revenue: \$400 more in the distribution than originally budgeted**
- **85% @ Goodsell Bequest:** Remainder will be carried over

- 3) Library Highlights:

- All Heart Bristol Library Grab-n-Go Service has been a tremendous success at both libraries. I would like to recognize Beth Martin and the Main Library Circulation Dept. staff in particular for the great job they have done.
- Next transition will be to open up by capacity at the Main Library and by appointment at Manross. John Moderacki and I have done the calculations for each service area combining social distancing and the governor's sector rules for 50% capacity. I would expect to move to this sometime next week since City Hall opened to the public today.
- SRP is in full swing in all departments virtually. Please considering joining to see how the program is works in this new environment. I would like to thank the Friends of the Library for their financial support.
- The Author Luncheon is still on hold, waiting on what the governor's phase 3 looks like.

Item 7- Old Business

None.

Item 8- New Business

None.

Item 9- Adjournment

There being no further business **Director Jakubowski made a motion to adjourn the meeting at 6:54 p.m. Seconded by Director Laporte. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Jennifer Chapdelaine

This meeting was digitally recorded.