

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, JANUARY 4, 2021

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

ATTENDEES: Valina Carpenter, Nicholas Jakubowski, Andrea Kapchensky, Jarre Betts, Pina Salvatore, Elizabeth Kanachovski, Thomas Laporte and Lacea Stewart-Roman. Library Director Deborah Prozzo.

Absent: Bonnie Lodovico and City Councilperson Brittany Barney

Item 1- Call to order

Chairperson Carpenter called the virtual meeting to order at 6:34 p.m.

Item 2- Audience Participation

None

Item 3- Approval of Minutes

Director Kapchensky MOVED to approve minutes of the December 7, 2020 Regular Meeting Minutes. Seconded by Director Salvatore. Motion passed.

Item 4- Communications

None

Item 5- Committee Reports

a. Finance Committee

No report.

b. Property Committee

No report.

c. Policy Committee

No report.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Directors Report

- 1) November statistics are in the packet for your review. If anyone has any questions I will be happy to answer them.
- 2) Monthly Budget Report: as of December 30, 2020:
 - Page 1-Collected 11.6% revenue with no room rental income.
 - Page 2-We have spent 53.5%. All line items look to be on track for the half year mark.
 - Page 3-The Children's Dept. is at 92.6%.

- Page 4-Manross Library is at 59.9% and is also on track.
- Page 5-Shows the trust fund distributions for two quarters
- Page 6- We have spent 61.9% of the Goodsell Funds for reference materials, books, and online materials as you can see from the detail report.
- Page 7-Shows the Main Library Trust Fund amount of \$7482.00.

3) Library Highlights:

- All Departments continue to offer a full spectrum of virtual programs and will do so for the spring quarter as well.
- A reminder that Sunday hours begin January 10 and run through March 28. Hours are 1:00-5:00pm.
- The Everybody Learns Grant was submitted to the State on Friday, December 18, 10 days before the final deadline. On the following Tuesday I received official word that all paperwork was in order and that we were done. The completed document came in at 60 pages and if anyone wants a copy I can email that to you. Thanks to all of the supervisors and staff for their input, custodial staff for putting everything together, Scott for writing the narrative, and Jen for ordering, following up with various vendors, and all of the accounting details.
- We are saddened by the passing of two longtime library supports during December, Rachel Bekstrom and Larry Behr. Rachel's obituary said in lieu of flowers donations may be made to the Bristol Public Library. Larry has generously made donations to the library through the Friends Memorial Wall. We will miss both of them.
- Library Budget Hearing is scheduled for Thursday, February 25 at 6:00pm.

b. City Council Liaison Report

No report.

c. Friends of the Library

Director Salvatore reported that the Friends will have their general membership meeting on January 14th at 6:45 PM via Zoom.

Item 7- Old Business

- a. Vote on request from Charlie Talmedge of Development Plan Solution regarding use of Library parking lot.
Director Carpenter MOVED to authorize the temporary use of 10 parking spaces in the Library parking lot by Carrier Construction Inc. until May 1, 2021 providing it presents a certificate of insurance to the City of Bristol naming the City of Bristol as an additional insured and indemnify to hold the City and Public Library harmless for claims that may arise from the use of the property and further move that a written agreement to be drafted and reviewed by the Corporation

Council Office and Valina Carpenter to be authorized to execute said agreement on behalf of the Board of Library Directors. Seconded by Director Kanachovski. Motion Passed.

Item 8- New Business

- a. Vote on 2020 Fiscal Year Budget. Director Salvatore MOVED to approve the 2020 Fiscal Year Budget. Seconded by Director Kapchensky. Motion Passed.

Item 9- Adjournment

There being no further business Director Jakubowski made a motion to adjourn the meeting at 7:25 p.m. Seconded by Director Salvatore. All present voted in favor and the meeting adjourned.

Respectfully submitted,

Jennifer Chapdelaine

This meeting was digitally recorded.