

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS

MONDAY, FEBRUARY 1, 2021

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

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

Absent: City Councilperson Brittany Barney

Item 1- Call to order

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

Item 2- Audience Participation

None

Item 3- Approval of Minutes

Director Kapchensky **MOVED** to approve minutes of the January 4, 2021 Regular Meeting Minutes. Seconded by Director Stewart-Roman. Motion passed.

Item 4- Communications

A letter was received from Ellie Wilson regarding the digitization of the Bristol Press.

Item 5- Committee Reports

a. Finance Committee

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

Director Kanachovski **MOVED** to accept the Bristol Libraries Fund 1st quarter 2021 distribution of \$1,090.00 from the Main Street Foundation. Seconded by Director Kapchensky. Motion passed.

Director Betts **MOVED** to accept the Samuel Goodsell 1st quarter 2021 distribution of \$7237.50 from the Main Street Foundation. Seconded by Director Jakubowski. Motion passed.

Director Jakubowski **MOVED** to accept the Manross Memorial Fund 1st quarter 2021 distribution of \$24,360.00 from the Main Street Foundation. Seconded by Director Kapchensky. Motion passed.

b. Property Committee

Director Kapchensky reported that the mold remediation in the Bristol History Room has been completed and will reopen this

month. The Libraries reading rooms are currently undergoing the lead abatement and plaster removal. We will then start the plaster work once we have a contract, then the final step of repainting the rooms.

c. Policy Committee

No report.

d. Strategic Planning Committee

No report.

Item 6- Ad-Hoc Committee Reports

a. Directors Report

1) December statistics: Overall circulation was only down by 12%, remarkable given the current situation. Large increases again in ebook, Downloadables, and RBDigital/Hoopla circulation. There was a slight increase in Notary Services. Our Database number has gone down due to dropping some databases that were getting too costly to continue, but we did add some new ones that will appear in the January statistics. ILL activity shows a decrease in *borrowing* which is good, meaning we have more items in our own collections that patrons are requesting, rather than borrowing from other libraries. We have seen a continued increase in the amount of items *being sent* to other libraries, most likely due to many libraries still not fully open. Fewer items were cataloged this month due to a backup in deliveries. We are still offering all programs virtually, the number and sheer variety of programs is robust but attendance, especially for adult programs, is not anywhere near what the in-person attendance would be. Foot traffic was down but only by a third of normal numbers.

2) Monthly Budget Report: Spending in all departments looks to be on track for this point in the fiscal year. As of January 29, 2021:

- Library Revenue: we have collected 13.4% of our projected revenue compared to 78% collected last year at this time, no revenue from room rentals this year
- Main Library: spent 59.4% compared to 61.5% last year
- Children's Library: spent 93.5% compared to 94.9% last year
- Manross Library: spent 65.1% compared to 67.1% last year
- Library Trusts: received two quarterly distributions to date
- Goodsell: spent 61.9%, a complete listing of items purchased is included.
- Main Library Misc. (Bristol Libraries Trust): no spending to date

I will be meeting with the Comptroller's staff on Wednesday, February 3, at 10:00 am to review the budget before it gets presented. The library's budget presentation to the Board of Finance is scheduled for Thursday, February 25 at 6:00 pm.

3) Highlights of library activities:

- In anticipation of the work being done in the first floor reading rooms, the New Books collection, Magazines, and the Large Print collection had to be temporarily relocated. New Books and Magazines are now in the Lobby Express area while the entire Large Print collection was moved to the second floor along with a temporary desk for the Reader's Advisor, Ruth Vontell. I would like to thank the staff involved in this project: Mark Bolduc, Beth Martin, Ruth Vontell, Claire Strillacci, Andrew Garaventa, Emily Jusino and Emily Reeves.
- Most of the items purchased from the Everybody Learns Grant have been distributed. We are still waiting on the work stations for the reference department.

4) Personnel matters: Carlos Lorenzo, Computer Lab Supervisor, has accepted a position with the State of CT, his last day was Saturday, January 30. The position has been posted internally and I am waiting on the results from HR.

b. City Council Liaison Report

No report.

c. Friends of the Library

Director Salvatore reported that the Friends Bookstore is open on Wednesdays from 11 am to 1 pm. They are working on getting volunteers to open on Saturdays.

Item 7- Old Business

None.

Item 8- New Business

a. Discuss creation of Ad-Hoc Bookmobile Committee.

Director Kanachovski MOVED to create and Ad-Hoc Bookmobile Committee. Seconded by Director Stewart-Roman. Motion passed
Director Betts and Director Kanachovski have volunteered to serve on this committee.

b. Discuss digitization of Bristol Press.

Director Prozzo reported that the entire Bristol Press collection is about 600 reels of microfilm. It has been quoted in the past by Advantage Archival to digitize would cost about \$132 per reel. The entire projects proposed cost would be about \$77,000. There is also a one time charge of \$500 for

website hosting set up. We are currently waiting on updated costs from Advantage. This item was tabled to the March meeting once we have an updated proposal and quotes on the digitization of the Bristol Press collection as well as statistics on the microfilm usage requests for the Bristol Press.

Item 9- Adjournment

There being no further business **Director Kapchensky made a motion to adjourn the meeting at 7:21 p.m. Seconded by Director Jakubowski. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Jennifer Chapdelaine

This meeting was digitally recorded.