

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

**MONDAY, MAY 1, 2023**

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

**ATTENDEES:** Valina Carpenter, Elizabeth Kanachovski, Andrea Kapchensky, Kimberly Ploszaj, and Pina Salvatore. Quorum of five established. Library Director Deborah Prozzo, Assistant Library Director Scott Stanton, and Recording Secretary Ruth Vontell.

**Absent:** Eric Frenette, Nicholas Jakubowski, Barbara O'Neill, Ashley Verceles, and Council Liaison Sebastian Panioto.

Item 1- Call to order

Chairperson Carpenter called the meeting to order at 6:45 p.m.

Item 2- Audience Participation

None.

Item 3- Approval of Minutes

**Director Kapchensky MOVED to approve minutes of the April 3, 2023 Regular Meeting. Seconded by Director Kanachovski. All in favor. None opposed. Motion passed.**

Item 4- Communications

Library Director Prozzo was cc'd on three letters from the Main Street Community Foundation dated April 17, 2023. The letters were addressed to Diane Waldron, Comptroller for the City of Bristol, and included the three approved quarterly trust fund distribution checks which will be deposited into the appropriate accounts.

Item 5- Committee Reports

a. Finance Committee

- (1) **Director Kanachovski MOVED to use Manross Trust Fund money to research and pursue the possibility of hiring a space consultant to provide advice and options for reconfiguring and better utilizing the tight interior space at the Manross Branch. Seconded by Director Ploszaj. All in favor. None opposed. Motion passed.**
- (2) **Director Kapchensky MOVED to use Manross Trust Fund money to pay the \$7,500.00 second deposit due in October for the 2023 Author Luncheon, the \$5,000.00 needed for the Youth Author Event in April 2024, and the \$8,000.00 first deposit for the 2024 Author Luncheon, the contract for which is currently being negotiated. Seconded by Director Ploszaj. All in favor. None opposed. Motion passed.**
- (3) **Director Kanachovski MOVED to use Manross Trust Fund money to pay for \$2,000.00 worth of miscellaneous expenses associated with the new community outreach vehicle.**

**Seconded by Director Kapchensky. All in favor. None opposed. Motion passed.**

Discussion followed regarding the possible future use of Frederick Manross Trust Fund money to replace perimeter heating units at Manross. We have a quote for \$9,000.00 but this may need to go out to bid.

b. Property Committee

No Report.

c. Policy Committee

The vote on the revised Library Board Bylaws had to be postponed until the June meeting because we did not have a minimum of two-thirds of the library board members in attendance.

d. Strategic Planning Committee

No Report.

Item 6- Ad-Hoc Committee Reports

a. Director's Report

1) March statistics highlights:

- Overall circulation is up by 9%
- Internet usage by the public increased by 3%
- Database usage increased by 19%
- Number of programs increased by 95%
- Patron visits increased by 8%
- Patron Library Card Registrations (new cards) increased by 103%
- Meeting Room bookings and attendance were up by 84% and 42%
- Wi-Fi sessions numbered 7,491 (includes parking lot usage; accessibility is important even when the library is closed)

2) Monthly Budget Report: Spending in all departments looks to be on track for this point in the fiscal year as we begin to wrap up the final quarter. We are closely monitoring open purchase orders and unencumbered money. We are in excellent shape.

- Library Revenue - 104.7% (higher than expected)
- Main Library - spent 78.9% (no problem areas)
- Children's Library - spent 84.5%
- Manross Library - spent 80.3%
- Goodsell and Main Library Miscellaneous Trust Funds - spent 58.2% (will roll over)

I received a call two weeks ago from John Smith, Board of Finance Chair, requesting statistics for a budget workshop. A week later, I

received an email request for additional statistics. There is talk about the possibility of closing Manross. This could result in a loss of trust fund money for the library and a cut in staff hours.

The city budget is still being worked on, but it may include a cut in the library's part time and overtime accounts.

3) Highlights of library activities for April:

- Progress is being made on the Friends' Café which will be located where the paperbacks were housed on the second floor. The paperbacks have been moved to bookshelves in the Reference area which has been downsized.
- The Homeschool Group at Manross has created a Certified Monarch Butterfly Sanctuary Garden in front of the library. A variety of related programs for children and adults are being offered.
- The Children's Department collaborated with the Board of Education to host their first ever Nutmeg Bowl. There were over 100 participants who competed on 8 teams. Edgewood won the Nutmeg crown.

4) Staff News: There are currently three open positions: (1) Supervisor of Branch Services, (2) Floater/Readers' Advisor, and (3) Reference Assistant.

5) Save the Date postcards for the 2023 Author Luncheon on October 19, 2023, have gone out.

b. City Council Liaison Report

No Report.

c. Friends of the Library

Last month, during National Library Week, the Friends celebrated the library staff by providing a pizza lunch. They also purchased a filter for the countertop water system in the staff room.

The Annual Friends' Meeting with Election of Officers was held on April 22<sup>nd</sup>. There are no vacancies. All the positions have been filled.

More volunteers are needed in order to open the Friends' Bookstore on Saturdays from 11:00 a.m. to 1:00 p.m.

The Friends will attend the Farmers' Market alongside library staff once per month from June to September.

The Friends will provide funding for the Friends' Café on the second floor.

The Friends offer sponsorships for library programs. Library staff can apply at any time. There are no longer any deadlines.

d. Community Outreach Committee Report

The truck is at a Blasius dealership being fitted with a cap.

e. Nominating Committee Report

The following Library Board members have accepted the challenge of running for office for a two-year term from July 2023 to June 2025:

Chairperson - Valina Carpenter  
First Vice Chairperson - Pina Salvatore  
Second Vice Chairperson - Andrea Kapchensky

The vote will take place at the June Library Board meeting.

Item 7- Old Business

None.

Item 8- New Business

**Director Salvatore MOVED to open the Manross Branch daily at 8:30 a.m. beginning the first week in July. Seconded by Director Kanachovski. All in Favor. None opposed. Motion passed.**

Item 9- Adjournment

There being no further business, **Chairperson Carpenter made a motion to adjourn the meeting at 7:35 p.m. Seconded by Director Kapchensky. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Ruth Vontell

*This meeting was digitally recorded.*