

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

**MONDAY, June 1, 2020**

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

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

Absent: City Councilperson Brittany Barney

Item 1- Call to order

Chairperson Carpenter called the virtual meeting to order at 6:38 p.m.

Item 2- Audience Participation

None

Item 3- Approval of Minutes

**Director Jakubowski MOVED to approve minutes of the May 4, 2020 Regular Meeting. Seconded by Director Lodovico. Motion passed.**

Item 4- Communications

None.

Item 5- Committee Reports

a. Finance Committee

Chairperson Carpenter reported on legal fees, there was communication with Ed Spinella for a possible 2-4 additional hours. Chairperson Carpenter also had a conference call with Susan Sadecki of the Main Street Foundation.

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) March statistics are done and April statistics is almost complete. I would like to share a few bright spots from April, ebooks increased 61%, RBDigital and Hoopla increased 36%, and database usage (NY Times, Ancestry) increased 253%.
- 2) Monthly Budget Report: This is the last quarter of the fiscal year. We are monitoring each line item to make sure we come in close to spend what has been budgeted without going over. As of Friday, May 29, 2020 the budget is actually very close to where we would normally be at this point. One item to note under the Main Library budget is a new COVID account for any expenses related to the pandemic.

- **110.0% @ Revenue:** collected
- **88.0% @ Main Library**
- **91.0% @ Children's Library**
- **89.4% @ Manross Library**
- **85.0% @ Goodsell Bequest**

3) Library Highlights:

- All staff are back to work and making preparations for the Summer Reading Program for adults and children. We will launch this on June 15 with online registration and programs taking place virtually at least through July.
- Carlos Lorenzo started on May 18 as the Computer Lab Supervisor. Carlos was employed in the Public Works Dept. prior to coming to the library.
- Valerie Toner, Supervisor of Children's Services, received a grant for \$5500 from the Stocker Foundation for flexible shelving blocks for the Children's Dept.
- The All Heart Library Grab-n-Go Service has been working out well at both libraries. The next phase is to allow non-residents to participate and to offer printing services as part of the Grab-n-Go.

- 4) An update on the Author Luncheon: Rose Ann Chatfield and I have been communicating with Coni at the DoubleTree and as of right now no decision has been made to change plans. We will wait until the end of the month and see what further guidelines might be forthcoming from the Governor and City officials.

Item 7- Old Business

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

**Director Lodovico MOVED to pay the current invoice from Murtha Cullina. Seconded by Director Stewart-Roman. Motion passed.**

**b.** Library Reopening Phase-In Plan update.

After some discussion the board requested to be emailed before first meeting to let them know how it goes.

Item 8- New Business

None.

Item 9- Adjournment

There being no further business **Director Kapchensky made a motion to adjourn the meeting at 7:16 p.m. Seconded by Director Kanachovski. All present voted in favor and the meeting adjourned.**

Respectfully submitted,

Deborah Prozzo

*This meeting was digitally recorded.*