

Regular Meeting of the Board of Library Directors
Monday November 4, 2013
Meeting – 6:30 pm
Main Library
Meeting Room 2

ATTENDEES: Jeff Boyko, Elizabeth Kanachovski, Orlando Calfe, Donna Papazian, Director
Deborah Prozzo, Thomas LaPorte, Valina Carpenter

ABSENT: Fran Alshuk, Bonnie Lodovico, Jessica Pike, Council Liaison Derek Czenczelewski

Item 1 – Call to Order

Chairperson Boyko called the meeting to order at 6:30 p.m.

Item 2 – Audience Participation

None.

Item 3 – Approval of Minutes

Director Papazian MOVED to approve the Minutes of the October 7, 2013 Regular Meeting. Seconded by Director Calfe and unanimously approved.

Item 4 – Communications

- a. Thank you from Ellie Wilson for assistance while researching for older photos.
- b. Letter from Kenneth Snips.
- c. Thank you letter to Lynn Gardner from Senator Christopher Murphy's office.
- d. Donation from Mike Reise with request that three modest plaques be placed in library in honor of Reise family. **Director LaPorte MOVED to accept the donation in the amount of \$15000.00 while directing this to the Friends of the Library and refer future requests to the Policy Committee. Seconded by Director Papazian and unanimously approved.**

Item 5 – Committee Reports

a. **Finance Committee**

No report.

b. **Property Committee**

No report.

c. **Policy Committee**

No report

d. **Strategic Planning Committee**

Director Papazian stated that these items fit in the Director Prozzo goals which include security and communications and Sunday hours. A survey has been placed on line for feedback on Sunday hours. A brief discussion ensued on potential Sunday hours.

e. **Technology Committee**

No report.

Item 6 – Ad-Hoc Committee Reports

a. Library Director's Report

Director Prozzo stated the September statistics showed a slight decline in circulation and patron registration with a growth in audio and e-books, and programming remains strong, especially in young adult and Manross areas. There was an increase in computer lab for in person assistance and technical services department did a wonderful job processing a huge amount of items during September. Director Prozzo met with Director Papazian on the Strategic Plan. Director Prozzo addressed the huge increase in the young adult program which will need additional time dedicated to it.

Workplace violence active shooter training was held on October 9th and 10th held by Captain Gould who did an excellent presentation.

The first Survey Monkey was done in October for the Bristol History Room. Results were presented in the agenda packet for review. Director Prozzo thanked Tom LaPorte for bringing it to the Bristol Historical Society which lead to good responses.

Director Prozzo contacted Roger Rousseau, Purchasing Agent, regarding quotes for the sound system. He sent out a request for bid on the City's website for a sound system for the three meeting rooms. The request for bid is out until November 18th.

Floyd in circulation suggested an email notice be sent for past due books which will help in decreasing the amount of postage. Postage now can cost up to \$2000.00 in overdue notices. Twenty-three libraries are now using overdue notices via email. Director Boyko requested that Director Prozzo get policies from other libraries. **Director Papazian MOVED to refer this matter to the Policy Committee to set up a meeting. Seconded by Director Calfe and unanimously approved.**

b. City Council Liaison Report

No report.

c. Friends of the Library

Director Kanachovski informed the board that the next meeting is November 7 at 6:30 pm. A fair will be held this Thursday, November 7th, in the Children's Department.

d. Manross Library Renovation Committee

Director Papazian stated that all final bills are paid. They still need to review the Munis report to see what is left in the account.

Item 7 – Old Business

Chairman Boyko handed out the new list of committee members with only a few changes noted.

Director Calfe asked on the status of the lawsuit pertaining to the stairs. Director Prozzo will follow up with Corporation Counsel for an update.

Item 8 – New Business

a. Replacement of Supervisor of Branch Services

Director Prozzo stated that interviews were held and the final candidate is Teresa Goulden. She has been in the library system since 2007. She worked in Reference and Circulation Department for a total of twelve years of experience in the Bristol Library system. **Director Calfe MOVED to approve Teresa Goulden to Supervisor of Branch Services. Seconded by Director Carpenter and unanimously approved.**

Chairman Boyko congratulated Teresa Goulden on her new position.

- b. Request for Bristol Public Library System to close at 5:00 p.m. on Wednesday, November 27, 2013 (day before Thanksgiving)

Director Kananchovski MOVED to approve to close the Bristol Public Library System at 5:00 on November 27, 2013. Seconded by Director Calfe and unanimously approved.

Item 9 – Any other matters to come before the Board

None.

Item 10 – Adjournment

Director Papazian MOVED to adjourn the meeting at 7:36 p.m. Seconded by Director Calfe.

Heidi Caruso
Recording Secretary