

Regular Meeting of the Board of Library Directors
Monday – October 7, 2013
Meeting – 6:30 pm
Manross Library
Manross Room

ATTENDEES: Jeff Boyko, Elizabeth Kanachovski, Fran Alshuk, Orlando Calfe, Bonnie Lodovico, Jessica Pike, Donna Papazian, Director Deborah Prozzo, Thomas LaPorte, Valina Carpenter

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

Chairman Boyko would like the minutes to reflect the discussion of the RFID system that all doors remain locked. Director Papazian **MOVED to approve the Minutes of the September 9, 2013 Regular Meeting. Seconded by Director Kanachovski and unanimously approved.**

Item 4 – Communications

None.

Item 5 – Committee Reports

a. Finance Committee

Director Calfe stated that the committee had a Special meeting on September 9, 2013. They pursued direction from Corporation Counsel and Attorney Conlin has been assigned to this matter. A letter and bank statements were sent to Corporation Counsel asking for review and assistance in transferring of the funds.

b. Property Committee

Director Papazian stated the barrier in front of the library needed to be repaired again due to another mishap. No injuries were reported but there was cosmetic damage. Director Prozzo stated the building did not sustain any major structural damage. She spoke with Bryan Austin of Maintenance from City Hall who suggested a concrete barrier and mentioned City Hall had concrete planters that were not being used and perhaps the Library could use them.

c. Policy Committee

Director Lodovico stated a few issues came up at the last meeting and Director Prozzo is working on them. A survey is being sent out to find out if there is a need for extended hours of the Bristol Room. The Committee also discussed a possibility of charging a fee for photographs. The Committee also discussed the matter of patrons bringing in their own personal computers as well as a code of conduct.

d. Strategic Planning Committee

No report.

e. Technology Committee

No report.

Item 6 – Ad-Hoc Committee Reports

a. Library Director's Report

Director Prozzo stated that there has been a decline in circulation but growth in E-books and audio. A large growth in lending material to other libraries is a good sign that shows Bristol has materials that others need assistance with. The strongest growth was in programming, particularly in Manross adult programming. Director Prozzo stated some shifting in the lobby of the main library has been done to give a direct line of site to the large print room and the new book areas. She stated Chris is working on providing a demo of Wi-Fi printing. This would mean that the people could use the library card on their mobile device and print from the library printer. A demo will be set up of which after 30 days will be decided if it is something the library should offer on a permanent basis. Director Prozzo said she is working on two trips for next year. Director Prozzo met with Invisionware to see a demonstration of their library document station. The most requested item they have from both libraries is to have public faxing and neither library has it available right now. Director Prozzo also contacted Roger Rousseau from Purchasing to ask if the new copiers on contract could possibly have a fax option and then a new phone line would need to be added. The applications for Supervisor of Branch Services closed on Friday night. There were three internal candidates and four outside candidates. Director Prozzo is waiting to hear back from Personnel regarding the set up of interviews.

b. City Council Liaison Report

Councilman Czenczelewski stated the active shooter training will be held on Wednesday and Thursday at 2:00 p.m. to ensure coverage for the libraries. Captain Brian Gould will be running the work shop.

c. Friends of the Library

Director Kanachovski informed the board that the holiday programs are in preparation. A couple of new ideas are in the works. She also mentioned that the Festival of Trees are scheduled to begin the week before Thanksgiving.

d. Manross Library Renovation Committee

Director Papazian stated that the tree planting is completed. Bills will be paid to Tobacco for the planting and final accounting will be done.

Item 7 – Old Business

No report

Item 8 – New Business

No report

Item 9 – Any other matters to come before the Board

Director Lodovico acknowledged long time employee, Gabe Straun, for his years of dedication.

Item 10 – Adjournment

**Director Papazian MOVED to adjourn the meeting at 6:58 p.m. Seconded by
Director Kanachovski.**

Heidi Caruso
Recording Secretary