

Regular Meeting of the Board of Library Directors
Monday, April 7, 2014
6:30 p.m.
Bristol Public Library - Meeting Room 1

ATTENDEES: Fran Alshuk, Jeff Boyko, Orlando Calfe, Valina Carpenter, Andrea Kapchensky, Elizabeth Kanachovski, Thomas LaPorte, Donna Papazian, Library Director Deborah Prozzo, and Council Liaison Calvin Brown

ABSENT: Bonnie Lodovico

Item 1 – Call to Order

Meeting called to order by Director Boyko at 6:30 p.m.

Item 2 – Audience Participation

None.

Item 3 – Approval of Minutes of the March 3, 2014 Library Board Meeting

Motioned by Director Calfe **and seconded** by Director Papazian **to approve the March 3, 2014 meeting minutes, and it was unanimously approved.**

Item 4 – Communications

Per Director Prozzo, three items were received.

A letter received from Mayor Cockayne, thanking the Friends of the Library for the generous contribution of \$800 for the adult summer reading program. This is in part with the CT Humanities Grant that matched funds.

A letter received from Dr. Tad Bartles and his spouse Sheri, thanking both libraries for providing space to promote “save your vision” month.

An email received from Mike Reiss, writer for the Simpsons Show who donated \$15,000 to the library; had requested a plaque be posted in recognition of the donation. Plaques were placed in the Young Adult area, Children’s, and Reference Departments. Director Prozzo emailed photos of the plaques to Mr. Reiss; he was very pleased with all plaques.

An email received from Robert Pohlmann requesting two (2) proposals to stimulate computer interest be considered by the Library Board. First, gratuity computer printing that provides credit to every library card holder on a periodic basis; second, allow additional computer use for patrons that exhaust the two (2) hour use limit when no other patrons are waiting. This matter will be referred to the Policy Committee.

Item 5 – Committee Reports

- a. Finance Committee: Director Calfe would like to schedule a Finance sub-committee meeting to discuss the transfer of trust funds. Some items to be discussed; what types of returns to expect from the funds; management of the funds; investment strategies available to the Board; what options or directions we have setting the investment objective; what and how are management fees

assessed; who will be the designated point of contact within Main Street Foundation, their investment partners and being able to address questions and concerns to them; will Main Street Foundation provide an oversight board specific to our libraries relative to the management of our funds; how disbursements are taken, whether received quarterly or annually; what they would be allocated towards, how often and who would receive them; does that involve coupling ourselves with Purchasing, etc. **It was motioned** by Director Calfe **and seconded** by Director LaPorte **to schedule a meeting of the Finance Sub-Committee and it was unanimously approved.**

Discussion: Inform all Board members of scheduled meeting date. Suggested attendees be Library Board members, Library Director, Main Street Foundation, Reid and Riege, Corporation Counsel, and Merrill Lynch.

All in favor.

Director Calfe reported they met with Mayor Cockayne to discuss the legal fees incurred with handling the trust funds. It was agreed the Library Board and the City would split the approximated fees of \$20K. Director Prozzo speculated those fees would be paid from the trust fund(s).

Director Calfe also mentioned the assessment of the funds, whether to use the historical or present day value when transferring them into the Main Street Foundation. Corporation Counsel is conducting research. Main Street Foundation looks at a concept called historic gift value as a base, not to draw the fund down below, the whole amount would be transferred, but the excess over the historic amount would be available for grants.

- b. Property Committee: No report.
- c. Policy Committee: No report
- d. Strategic Planning Committee: No report.
- e. Technology Committee: No report.

Item 6 – Ad-Hoc Committee Reports

a. Library Director's Report

Director Prozzo submitted the February 2014 Library Statistics that show an increase in Young Adult circulation, E-Books and downloadable audio books. Line item was added for notary services provided free to patrons by Scott Stanton. Internet usage decreased based on patrons using personal devices. Working with the City to allow network printing, Wifi usage will be tracked once that feature is enabled. Continued increase of inter-library loans and use of the Bristol History Room. Training being provided in the Computer Lab to library staff/Consortium members for migration of the new catalog system. The parent company conducting the migration filmed the training sessions as a promotional video for future libraries that come on board. Interviews were conducted in the Bristol History Room, filmed various areas of the library including the façade to use as an international promotional tool. The Consortium will forward the edited film to Director Prozzo. Programming continues to be strong, and still building on adult programming. Computer Lab use continues to increase.

Director Prozzo submitted a monthly budget report and summarized the expenditures. Fiscal year 2014/2015 budget was presented to the Board of Finance that included restoring Sunday hours.

Director Prozzo attended the March City Council meeting, a meeting with Mayor Cockayne, Directors Calfe and Boyko regarding the trust funds, the Connect Member Council meeting, Monthly Department Head meeting, Library Directors Quarterly meeting, Monthly Library Supervisor meeting, and support staff meeting.

Director Prozzo spoke of the AARP tax preparation support available at the Library, consider next year scheduling appointments to avoid long wait time in line at the Library.

The Circulation Clerk position at the Main Library has been filled by Heather Torre from the Manross Branch. This leaves a 12 hour part-time Library Clerk position vacant to be filled in the future.

Created an Adult Program flyer highlighting the Spring 2014 programs for easy reference.

b. City Council Liaison Report:

Councilman Brown commended Director Prozzo on the Library budget submission to Board of Finance. Members Cheryl Thibeault and Henri Martin were impressed with the work presented. Director Boyko would like the City's position on badges for staff.

c. Friends of the Library:

Director Kanachovski mentioned National Library Week is forthcoming, and book sale is planned in June 24, 2014.

Item 7 – Old Business

None to report.

Item 8 – New Business

a. Memorial Day weekend closing

It was motioned by Director Papazian **and seconded** by Director Alshuk **to close the Library on Saturday, May 24, 2014, and it was unanimously approved.**

Item 9 – Any other matters to come before the Board

Director Calfe spoke of patrons taking photographs inside the Library, then posting them on a personal Facebook page. The Library is not receiving credit for those photos. Director LaPorte stated taking of photographs is against Library Policy. Director Calfe mentioned scanning items on personal devices. Director Prozzo said Jay Manewitz had put together a proposal about this issue in the past, but would need to review it further.

Item 10 - Adjournment

It was motioned by Director Papazian **and seconded** by Director Calfe **to adjourn the meeting at 7:09 p.m., and it was unanimously approved.**

Respectfully submitted,
Wendi Connolly
Recording Secretary