

**MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS  
MONDAY, DECEMBER 1, 2014  
BRISTOL PUBLIC LIBRARY, 5 HIGH STREET, BRISTOL, CT 06010**

**ATTENDEES:** Jeffrey Boyko, Bonnie Lodovico, Donna Papazian, Fran Alshuk, Elizabeth Kanachovski, Orlando Calfe, Andrea Kapchensky, Thomas LaPorte, Valina Carpenter

Council Liaison Calvin Brown

**ABSENT:**

**Item 1 - Call to Order**

Chairperson Boyko called the meeting to order at 6:35 p.m.

**Item 2 - Audience Participation**

None.

**Item 3 - Approval of Minutes**

Director Papazian **MOVED** to approve the Minutes of the November 3, 2014 Regular Meeting. Seconded by Director Calfe and unanimously approved.

**Item 4 - Communications**

None.

**Item 5 - Committee Reports**

**a. Finance Committee**

It was reported that the transfer from the Bank of America to the Main Street Foundation will take place on December 12, 2014.

**b. Property Committee**

No report.

**c. Policy Committee.**

Director Prozzo presented the following proposal for the Service Organization Plaques for Display at the Library:

1) The Library will give first consideration for the ongoing display of plaques to a service organization in which the Library is a sponsoring agency or a formal partner.

2) As space permits, additional service organizations may display a plaque.

3) The alcove in the meeting room lobby on the lower level will be reserved for the display of plaques.

4) Plaques may be no larger than 11 x 17 inches and require no updating of names.

5) The Library is not responsible for the maintenance and upkeep of plaques.

At the suggestion of Director Carpenter and after a brief discussion by all Board members, a sixth point was added to the proposal as follows:

6) Approval of placement and retention of all plaques is at the discretion of the Library Director.

Director Papazian **MOVED** to approve the Service Organization Plaques for Display at the Library Policy as noted above. Seconded by Director Carpenter and unanimously approved.

#### **d. Strategic Planning Committee**

Director Prozzo reported on the status of the Strategic Plan as follows:

Goal #2 Objective #2 Communication/Outreach Item #4 A sound system should be installed at BPL meeting rooms for better quality programs. Completed October 2014. Item #4 was updated to read "A sound system should be installed in the Manross Library auditorium for better quality programs."

Goal #2 Objective #2 Communication/Outreach Item #8 Install a wide-screen TV near the Circulation Desk for announcements. The screen has been purchased. Installation is in progress and will be completed in December 2014.

Goal #2 Objective #2 Communication/Outreach Item #9 Encourage children with disabilities to take part in story-time events by offering special needs programs/sensory programs, including planning with the schools system and/or agencies designed to address these types of programs. Completed October 2014.

Goal #8 Security Item #2 Add a book security system at the Main Library. Completed September 2014.

Goal #9 Adult Services Item #2 Add English as Second Language (ESL) resource materials for teachers, tutors and learners. Completed 2014.

Goal #9 Adult Services Item #3 Increase funding for digital reference works, databases, full-text journal collections and eBooks in order to make reference materials more easily accessible to the greatest number of patrons. Funds are included in the 2015 budget to accomplish this goal.

Goal #9 Adult Services Item #5 Investigate the possibility of a debit or credit card scanner for patrons to use for paying fines, fees, lost items and other charges. Completed May 1, 2014. Director Prozzo reported that after research with the Treasurer's Office it was concluded that it is cost prohibitive for the Library to install credit/debit card capabilities.

Director Prozzo will make the necessary changes to the 2012-2017 Strategic Plan and a draft plan will be emailed to all Board members for next month's meeting.

#### **e. Technology Committee**

No report.

### **Item 6 - Ad-Hoc Committee Reports**

#### **a. Library Director's Report**

Stats were included in the monthly packets to all Board members. Director Prozzo reported that while Adult circulation had a slight increase from last year, the overall total circulation stats were down by 779. She attributed this to the currently vacant positions in the YA Department and the Children's Department. The number of reference questions answered showed an increase of 197 from last year, along with an additional 228 internet sessions. The largest increase continues to be the ILL's where the Library borrowing from other libraries increased by 903 requests, and loaning out to other libraries increased by 360 items. The Bristol History Room had 64 visitors as compared to 15 last November and the number of adult programs doubled from last year along with an impressive increase of 151 patrons in attendance.

Regarding the monthly Budget report as of December 1<sup>st</sup>, Director Prozzo explained that we have used 47.9% of the Main

Library budget, 80.4% of the Children's Library budget, and 50.9% of the Manross Library budget. All line items remain on track for the fiscal year. Director Prozzo has started working on next fiscal year's budget with an eye toward a 1% increase, and will be attending the Mayor's Budget Kickoff meeting on Friday, December 5<sup>th</sup>.

During the month of November, Director Prozzo attended the November City Council meeting, the November Department Head meeting, and the Library Supervisor's meeting in-house.

Next, Director Prozzo reported on the highlights of Library activities for November. The Manross Library held their annual Veterans' Day Social which was well attended. Mayor Cockayne along with former Mayor Art Ward were in attendance. Many thanks go out to the Friends of the Library, especially the Hospitality Committee, for the refreshments and manning the tables.

The Main Library continued the new coffeehouse series with a concert by the Kenn Morr Band. Forty people came out for that and enjoyed a wonderful musical evening.

The Children's Department debuted a new Target bookcase which features books specially selected to use during the Read-To-the-Dogs program.

Regarding Personnel matters, Director Prozzo reported that interviews were held on November 25<sup>th</sup> for the Custodian position at the Main Library and a candidate has been selected. There were 68 applicants for the Children's Assistant position and Director Prozzo hopes to have interviews scheduled soon for that position.

Director Prozzo also reported that we have upgraded the security system at the Main Library since the hard drive on the original system needed to be replaced. Administration now has the capability of reviewing the security cameras at their own computers.

Director Prozzo then reported that she attended a Webinar on November 5<sup>th</sup> entitled "New Approaches to Existing Spaces." There were so many great ideas that were presented, many of which don't cost any money. She reported that she will be sharing it with the entire staff on December 4<sup>th</sup> and invited any interested Board members to attend. She noted that it is a great follow-up to the Library Site Visits the staff recently submitted. At the Board's request, Director Prozzo will forward a link to the webinar to each Board member.

#### **b. City Council Liaison Report**

Councilman Brown reported that he has spoken to Public Works about repairs to the front entrance on High Street and it is a top priority with the City.

#### **c. Friends of the Library**

Director Kanachovski reported that the Friends are holding holiday book sales in the lobbies of both libraries through the end of the year.

### **Item 7 - Old Business**

Director Carpenter asked for an update on the payment of the lawyers' fees for their work in transferring the trust funds. It was reported that the fees remain unpaid to date.

**Item 8 - New Business**

**a. Review 2015 Library Board Meeting Calendar**

Director Prozzo presented the proposed calendar to the Board. After a brief discussion, the board agreed that they would meet at the Manross Library in April, July and October and an August meeting was added to the schedule.

**Director Papazian MOVED to approve the Library Board Meeting Calendar as discussed above. Seconded by Director Alshuk and unanimously approved.**

**Item 9 - Any other matters to come before the Board**

Director Lodovico requested an update to the current Board Committee assignments. Chairperson Boyko will present new assignments at the January 2015 meeting.

Chairperson Boyko questioned security issues and linking the security cameras to the City's intranet.

Director Calfe suggested that community events be displayed on the monitor being installed at the circulation desk. He also questioned the possibility of displaying the events in Spanish as well as English. Director Prozzo explained that the monitor will be used for in-house library programs only and that she would research the possibility of displaying the events in Spanish.

**Item 10 - Adjournment**

There being no further business to come before the Board, Director Papazian **MOVED to adjourn the meeting at 7:16 p.m. Seconded by Director Kanachovski and unanimously approved.**

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Deborah Prozzo  
Library Director

*Note: The preceding meeting was not taped due to mechanical problems with the tape recorder.*