

**MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS
MONDAY, JANUARY 5, 2015
BRISTOL PUBLIC LIBRARY, 5 HIGH STREET, BRISTOL, CT 06010**

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

Council Liaison Calvin Brown

ABSENT: Bonnie Lodovico

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 Orlando **MOVED** to approve the Minutes of the December 1, 2014 Regular Meeting. **Seconded** by Director Papazian and unanimously approved by those Board members present at the time. Director Alshuk did not vote on this issue.

Item 4 - Communications

Director Prozzo presented three communications to the Board. First was a letter from United Way thanking the Library for participating in the Living United Program by contributing to the Joy of Sharing for 2014. The second was a letter from Thadeus **Wojtusik** from Burlington thanking Christopher Soper for the great experience he had in the computer lab. He came in for a one-on-one session and Chris proved to be professional, knowledgeable, informative and above all, kind and patient. The third letter was sent from Mrs. Joseph **Obadowski** from Bristol regarding Jay Manewitz. She recently spent time in the Bristol History Room and she appreciated the assistance Jay gave her and in turn made a contribution to the Bristol History Room.

Item 5 - Committee Reports

a. Finance Committee

No report.

b. Property Committee

No report. Director Papazian did express concern regarding the recent fire on High Street. She suggested that the Police Department be approached by the Library and asked to make some extra patrols by the library at night in light of the neighboring property being vacant.

***(Note Director Alshuk arrived to the meeting at 6:35 p.m.)**

There was a brief discussion regarding ownership of the property and whether or not there are working smoke or fire alarms in the house. Chairperson Boyko requested that Director Prozzo contact the Fire Marshall and see if they can check the property for working fire alarms and whether or not they are internal or are connected to an alarm company or the fire department.

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

November stats were included in the monthly packets to all Board members. The highlighted items show increases over the last year. The Main Library circulation shows a decrease for the month of November due mainly to the Children's and Young Adult departments having vacant positions. The YA librarian is still out but plans to return part-time in mid-January and interviews for the Children's vacancy are taking place tomorrow. Manross circulation was up slightly from last year.

The largest increase continues to be the interlibrary loans with borrowing from other libraries increasing by 941 requests, and loans going out to other libraries increasing by 406 items. The C-car delivery is huge every day, both coming and going and we are keeping an eye on that. Other Library Directors in the consortium are a little bit concerned about the heavy demand and are experiencing delays in items going from one library to the other. Director Prozzo reported that she is not sure what will happen in the new year while the consortium addresses whether C-car can actually pick up all the items that are ready to go to other libraries so the crates are not being left behind.

The Bristol History room continues to do very well. They had 66 visitors this past November as compared to 14 last November. Adult programming is experiencing continued growth as well. Last year we had three programs and were up to nine programs with close to 200 in attendance this year.

Regarding the current fiscal year, Director Prozzo reported that we have used 53.3% of the budget at the Main Library and everything seems to be on target with the exception of a three dollar shortage in the post office box rental line item. The Children's Library is up to 81.2% of their budget with the majority being encumbered for books and DVDs. Manross Library is at 56% and still remains on track for the fiscal year to date.

Next, Director Prozzo reported that she has attended several meetings during the month of December, including the City Council meeting, the Mayor's budget kickoff meeting for department heads, the Library Directors Quarterly Roundtable and our in-house library staff webinar on new approaches to existing spaces.

Highlights of library activities for the month of November include, in addition to the monthly book discussion at the Main Library, a Dr. Who holiday program, a holiday coffeehouse musical event, and a soup and movie program, all of which were well attended. The Children's Department has embraced some of the no-cost ideas from our webinar on new approaches to existing spaces. They have begun rearranging furniture to better highlight new books and to make more comfortable seating for parents that are waiting outside the story time room. They are also preparing for their maker space area which should be debuting in February. The Manross Library hosted an audience favorite, Pierce Campbell for a very well attended holiday social.

Regarding personnel matters, Director Prozzo reported that we have a new security guard at the Main Library, as well as a new custodian, Dennis Berube, who was hired to fill the recent vacancy and started working during the second week of December. We also had a retirement in December with Almon Daigle retiring as the part-time custodian at Manross. Director Prozzo noted that she was contacted by Personal Director who informed her that they will not be posting that position and it appears they're going to look at some other options. Right now we are utilizing the salary money which was set aside for the part-time custodian towards overtime for the Main Library custodians to go down to make sure that Manross is maintained and that the meeting room is set up for programming. They will continue doing this until such time as Director Prozzo is notified by the Personnel Department that they are going ahead with one of their other options.

Director Prozzo next reported that we had our first Sunday opening yesterday and, considering the weather, had a very good turnout with the RFID gates counting 83 patrons. Also, there was a very nice article in the Bristol Press today and online that mentions the new Sunday hours. Director Prozzo is looking forward to seeing what our future numbers are and hopes they will be growing during the course of the winter months.

At this point, Chairperson Boyko asked all Board members to read the Attendance at Meetings memo from the City Clerk which was included in their regular monthly packets.

b. City Council Liaison Report

No report.

c. Friends of the Library

Director Kanachovski reported that the Friends will have their quarterly meeting on January 22nd. She also noted that they did very well with the holiday book sales at both Libraries. In response to a question from Director LaPorte regarding an approximation of the amount of money the Friends give to the library on an annual basis, Director Kanachovski could not report on that issue.

Item 7 - Old Business

a. 2015-2016 Library Budget

A copy of Director Prozzo's proposed 2015-2016 Library Budget was included in the monthly packet to all Board members. She reported that she attended the Mayor's kickoff meeting during which he cautioned all department heads that they should keep their budgets at no greater than a 1% increase. She noted how difficult this was to do considering all of the employee contracts had been signed with the unions and they all included a 1.9% increase in salaries. Director Prozzo explained that this put the Library budget immediately in a shortfall so she had to do some manual tweaking to come in at 1%. She then revised the figures again and the budget is presently at a 1.15% increase over last year. This figure may still change as she is waiting for the Comptroller's office to review the salary worksheets.

Director Prozzo explained the various components of the budget beginning with revenue which is library fines, copier charges, library rentals, and library trust funds for a total of \$33,530. The Goodsell trust income will be approximately \$11,990 based on figures provided by The Main Street Foundation.

The next component discussed was the Main Library expenses. Director Prozzo noted that the top line of regular wages is where the biggest increase occurred. Between regular wages, overtime wages, part-time wages and other wages, lies the most significant increase. That means holding the line or decreasing other items within the Main Library budget, realizing that there is only so much you can do with items such as contracts with the state and utilities. The budget figures are based on the economic forecast that Purchasing Agent, Roger Rousseau, provides to Department Heads at the beginning of the budget process. She noted that public utilities have been holding steady for the past two years, but we are now adding Sunday hours into the mix which will cause a slight increase in those areas.

Looking at the budget for repairs and maintenance, Director Prozzo noted that she had to lower that item slightly. Going down the budget she noted that there really is not much room to tweak anything until you get down to the program supplies budget where there is a significant decrease. She explained that this proposed decrease was based on some new developments that have taken place. She shared the news that it looks like there will probably be another line item added to the library's budget. She has not seen any confirmation on this as of yet, but after a conversation with Robin Manuele in the Comptroller's office, combined with a recent projection from The Main Street Foundation, it appears that the interest income on the Manross Library Trust funds will be approximately \$65,000. She explained that the philosophy of The Main Street Foundation, unlike that of the Bank of America, is to honor the donor's intent and use the money. The Comptroller's Office will receive all of the checks and would like to set up a separate line item for this trust income, which would increase the Manross side of the budget by \$65,000. Director Prozzo explained that the money is to be used for supplemental expenses over and above the city's yearly appropriation. She stressed the importance of making sure that the City does not lower or take away from the Manross budget solely because there is this additional income. She did, however, have to lower some items to come in at the Mayor's requested 1% which would have happened regardless of the trust income.

Director Prozzo reported that she had a very long conversation both with Susan at The Main Street Foundation and with Robin Manuele on how to best use the money. Both indicated that the Library's portion of the legal fees for the trust fund transfer would come from that money, and then whatever's left they would propose it be used towards shared resources between the libraries. Director Prozzo reported that for as long as she can remember all of the charges for shared resources, meaning digital content such as Zinio and Library Connections fees, have been paid by the Main Library but they all benefit Manross Library patrons as well. This shift in shared resources will help offset the cost of digital content which is reflected in the significant decrease to the Main Library Program Supplies budget.

The Board briefly discussed these "shared" expenses and Director Prozzo indicated that when you look at the wills that were done decades ago when computers and technology were not even in the picture, the donor's couldn't foresee how we would transition into things like e-books and downloadable audio. These items make up an important part of the collection which could be enhanced by using the trust funds. Director LaPorte was

very supportive of using the funds towards anything that would be shared between the libraries.

Director Prozzo went on to explain that Susan reports that all of the trust fund money combined totals approximately \$2.27 million and then there is another \$216,000 in a City account which was last touched for the elevator addition at Manross. This represents a large sum of money and The Main Street Foundation stresses that donor intent is not to hold on to it. Director Prozzo emphasized that she does not want the City of Bristol Board of Finance to think that they can cut our budget because we've got this money. She noted that in the letter that Susan sent to Glenn Klocko it is clearly stated this is supplemental to the city's appropriation.

Chairperson Boyko asked if the budget needed to be approved by the Library Board Finance Subcommittee before being approved by the full Library Board. He stated that he agrees that the \$65,000 should be used as supplemental income to purchase things that Manross would not normally be able to do so, but he is more concerned that the City will ask for a \$65,000 reduction in the Manross budget in return. In essence, he criticized that the City is already taking \$60,000 from the Library budget by demanding a 1% cap on increases but approving a 1.9% increase in wages across the board. He reminded the Library Board that two years ago the Library Program Supplies budgets took a hit in an effort to avoid lay-offs during a financially difficult year. The Library did not recover that money last year, and now is being asked to take another hit to cover wage increases while reducing other budget line items. While he strongly supported Director Prozzo and her proposed budget, he firmly recommended presenting a budget with no decreases in Program Supplies which would mean \$135,000 for the Main Library, \$52,000 for the Children's Department and \$49,000 for the Manross Library. Director Prozzo did note that she was able to reduce Professional Fees and Services in the Children's Department because Valerie does a wonderful job getting grants and using that money for program performers.

As an alternative, Chairperson Boyko suggested looking at the public utilities as some of them may be going down instead of up over the course of the next fiscal year and that money could be rolled over into Program Supplies. He is very concerned about cutting back the programming funds for the second year in a row. Board members agreed that they would like to see a budget presented with no further cuts to the Program Supplies line items. The Board did discuss cutting public utilities but agreed to leave them as is based on last year's usage.

Director Prozzo reported that she had no problem with presenting the budget as directed by the Library Board, but she expects full Board support when she presents the budget to the City. She did maintain that she might not even make it past the Comptroller with the Board's recommendations and he is the first step in the approval process. Director Kanachovski offered the full Boards' presence at whatever meetings are necessary to show that they support the Library budget as presented. Director Prozzo recommended that it might help if the Library Finance Committee arranges to meet with the new Finance Board Liaison, Michael Fiorini. Director Prozzo reported that she would like to submit the revised budget with the fully funded Program Supplies accounts early so that the Comptroller's office has a chance to review it. She asked for the Board's approval tonight and added

that she could come back to the Board in February if there are any drastic changes.

Director Prozzo emphasized that making these changes will obviously cause the budget to be higher than the 1.15% which she originally brought in tonight. She did agree, however, to submit it to the Comptroller's Office and let them do their thing. Last year Glenn Klocko made several changes and the library budget went in slightly different than what was proposed. She stressed again that Glenn is the first round in the approval process and if he says no, she believes she would then take it directly to the Board of Finance. This is not an issue that has come up in the past and she is not sure of the exact course of action if the Comptroller does not approve this revised budget.

At this point, Director Prozzo did note that in the letter from The Main Street Foundation to Glenn Klocko, it was stated that the supplemental funds could be used for operating costs and for capital outlay projects. However, she is trying to stick to capital outlay and program supplies, whether it be digital content or a much needed new backpack vacuum and a new snow blower. Chairperson Boyko noted for the record that the communications from The Main Street Foundation should have been sent to him as Chairperson of the Library Finance Committee and should not have gone directly to the Comptroller's Office.

Director Prozzo declared that the entire budget process is frustrating because she was at the meeting last year when the Mayor capped budget increases at 1% and the Board of Ed came in with a 5% increase. That increase had to come from somewhere so it came from the city side.

Chairperson Boyko stated that this Board will read the Mayor's 1% cap to mean that portion of the budget that does not fall under personnel wages which will cap at the 1.9% as agreed with the unions. This should cover the Program Supplies budgets being submitted at the same figures as the 2015 original request.

Director Prozzo informed the board that when she redoes the budget, she will figure out exactly what increase percentage the Program Supplies will have on the budget without figuring in the 1.9% wage increases. She believes it will be minimal and might not even be 1%. She will email a copy of the revised budget to all board members.

Director Kanachovski **MOVED to approve the budget as revised by the Board and to authorize Director Prozzo to present it to the Comptroller's Office. Seconded by Director Papazian and unanimously approved.**

Item 8 - New Business

a. Committee Assignments

Chairperson Boyko distributed the new Committee assignments and asked all Board members to approach him if they would like to see any changes.

b. Collection of fines

Director Calfe questioned whether or not the Library has a Food for Fines program where patrons can donate canned food in lieu of paying their fines and the library in turn would donate the food to local charities. Chairperson Boyko and Director Prozzo agreed that the City would not allow the Library to stop collecting fines for any reason. That income figure is used when the Board of Finance looks at the library budget and, while the library is not in the business of making money, the City would

frown on any attempts to lower the fines collected. Library Fine Free week was also discussed but Director Prozzo did not agree that it helped to secure long lost or overdue items and again would decrease the revenue to the City. She further explained that the Bristol Library has a \$10.00 cap on fines and patrons who have large amounts of overdue materials can no longer go to other libraries in the consortium because their cards will be blocked at all of them. It is when a patron finds his or her card blocked and access to library materials and use of library computers blocked, that is when they either return the materials or pay for the items in order to get their library privileges back.

Item 9 - Any other matters to come before the Board

a. Bookmobile

In response to a question about the bookmobile from Director Kanachovski, Director Prozzo reported that it has not been fitted inside yet and she does not believe it is going out until next Spring.

Item 10 - Adjournment

There being no further business to come before the Board, Director Papazian **MOVED to adjourn the meeting at 7:28 p.m. Seconded by Director Calfe and unanimously approved.**

Gail Straun
Administrative Assistant

Note: This meeting was digitally taped.