

**Regular Meeting of the Board of Library Directors**  
**Monday, June 2, 2014**  
**6:30 p.m.**  
**Bristol Public Library – Meeting Room 2**

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

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 May 5, 2014 Library Board Meeting

**Motioned** by Director Papazian **and seconded** by Director Kanachovski **to approve the May 5, 2014 meeting minutes, and it was unanimously approved.**

Item 4 – Communications

Director Prozzo will provide communications under the Library Director Report.

Item 5 – Committee Reports

- a. Finance Committee: No report.
- b. Property Committee: Director Papazian reported they met with listing agent Peg Serapilia today regarding the vacant lot on Main Street. Informational meeting commenced, nothing more to report.
- c. Policy Committee: No report.
- d. Strategic Planning Committee: Director Prozzo met with Director Papazian on April 29<sup>th</sup>, revised language in the Strategic Plan, met the goals for this fiscal year, and drafted new goals for next fiscal year; those are Goal #2, Objectives #2, #4, #5c and #6.
- e. Technology Committee: No report.

Item 6 – Ad-Hoc Committee Reports

a. Library Director's Report

Director Prozzo submitted the April 2014 Library Statistics that show an increase in overall circulation, E-Books and downloadable audio books. Considerable increase of inter-library loans. Bristol History Room continues increase activity, exploring additional summer hours on Friday afternoons. Overall programming attendance and patron registrations increased.

Director Prozzo submitted a monthly budget report and summarized the expenditures, and informed the Board the Library is being charged for 20 service lines instead of 12 service lines for telephone services.

Director Prozzo attended the May City Council meeting; Board of Finance to transfer funds to cover the phone bill and employee vacation buybacks, received \$4,580 special appropriation to Grants & Donation Fund, Joint Board meeting of which the Library budget was approved with the addition of Sunday hours.

Held joint book discussion featuring the book Violet Season with the author attending; bus trip to Hudson Valley, and movie showings were well attended. Summer reading program is underway. Information flyers have been distributed.

Winter storms destroyed 30-50 landscape plants on the grounds, installation of a literary garden around the flag pole has begun, plant donations are welcome.

Received two grants; \$800 adult summer reading program grant from CT Humanities written by Scott Stanton, \$3,000 early children grant written by Margaret Mennone.

Director Prozzo reported two (2) upcoming retirements, Faith DiMatteo (Children's) and Diane Pelletier (Tech Services), and commended them both for their many years of dedicated service in the Library. Gail Straun returned working part-time. Commended Sandra Stafford for last six (6) months of hard work during Gail's absence.

The Bristol History Room will host Mayor Cockayne's televised show on Nutmeg TV scheduled for June 9, 2014.

Director Prozzo recommended the following trust fund disbursement; 10% of annual distribution of Samuel Goodsell Fund for any format non-fiction books, and 10% of annual distribution of Manross Memorial Library Fund for children's and nature books. Research revealed historical expenditures varied. **It was motioned** by Director Kanachoviski **and seconded** by Director Papazian **to accept the 10% of Samuel Goodsell and Manross Library Trust Funds distribution, and it was unanimously approved.**

b. City Council Liaison Report:

No new items to report. Director Prozzo provided a temporary sample badge to be worn by library staff that simply reads "Library Staff". The staff has requested their name be omitted on the badge. Councilman Brown spoke of the need to replace the Manross Library's shed, suggesting an eagle scout project be accepted to accomplish that.

c. Friends of the Library:

Director Kanachovski reminded the mini book sale will be held on June 6 and 7, 2014.

Item 7 – Old Business

None to report.

Item 8 – New Business

a. BOE Grant for bookmobile

Present: Jeanine Audette, Director of Community Relations, Bristol Board of Education  
Jeanine presented a proposal, Books on Wheels, comprised from a grant named WOW (Wonder of Words) Mobile funded in part by Stocker Foundation. A discussion commenced with the Board and Ms.

Audette. It was suggested to possibly formulate a special committee, meeting scheduled for June 16, 2014 at 6:30 p.m. to further discuss the proposal.

b. Appointment of Nominating Committee for Library Board Elections

The selection committee will consist of Valina Carpenter, Bonnie Lodovico and Thomas LaPorte.

Item 9 – Any other matters to come before the Board

Director Papazian finds great concern if upcoming vacancies are not filled. **It was motioned** by Director Calfe **and seconded** by Director Papazian **that be it hereby resolved the Library Board supports the funding of the Children’s Assistant position in the Bristol Public Library, and it was unanimously approved.**

Item 10 - Adjournment

**It was motioned** by Director Papazian **and seconded** by Director Alshuk **to adjourn the meeting at 7:38 p.m., and it was unanimously approved.**

Respectfully submitted,  
Wendi Connolly  
Recording Secretary