

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS
MONDAY, JANUARY 4, 2016
BRISTOL PUBLIC LIBRARY, 5 HIGH STREET, BRISTOL, CT 06010

ATTENDEES: Jeffrey Boyko, Donna Papazian, Andrea Kapchensky,
Thomas LaPorte, Pina Salvatore

Library Director Deborah Prozzo

Absent: Fran Alshuk, Valina Carpenter, Elizabeth Kanachovski, 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 Papazian **MOVED to approve the Minutes of the December 7, 2015 Regular Meeting. Seconded by Director LaPorte and unanimously approved.**

Item 4 - Communications

Director Prozzo read into the record an email from patron Samantha Ruffino as follows: "I wanted to send a note regarding the TAB program my daughter, Elizabeth, has been attending with Ms. Jodi Papazian at the Bristol Public Library. Elizabeth began attending this program towards the end of the summer of 2015. Since then she has participated in many of the TAB events including a craft fair. The efforts that Ms. Jodi has put into these events are incredible and very appreciated. My daughter has really enjoyed everything the TAB meetings and events have offered. Ms. Jodi has really become an ideal role model and Elizabeth looks up to her. She has brightened her world and for that I am extremely grateful. Ms. Jodi is an asset to the Bristol Public Library and its programs."

Director Prozzo noted that TAB is the Teen Advisory Board and Jodi Papazian is the Young Adult Librarian.

Director Prozzo also read a thank you note from Olga Callender in regards to the past two bus trips she has taken with the Library. "The trip to the Clarke Museum was wonderful and the Metropolitan Opera was utterly memorable, worthy of a return. She thanks Director Prozzo, Scott Stanton and the Friends of the Library who collectively band together to maximize each trip. Small wonder that you have a "SELL OUT" every time. Applause! Applause! I can hardly wait for your next offering."

Item 5 - Committee Reports

a. Finance Committee
No report.

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 indicated that the regular monthly packets to all Board members included the November monthly stats. She brought to the Board's attention the yellow highlighted items:

- Overall circulation saw a 2% decrease from last year. In an update from Ken Wiggin, the State Librarian, he reports that the State reached an agreement with Avant to continue C-Car, renamed DeliverIT CT, beyond the Dec. 31 deadline. In the meantime the Office of Policy and Management approved the proposal to make the delivery service a totally state-operated service with Avant, continuing to operate our Route A.
- November showed another decline in internet usage and some libraries experiencing the same decline are looking at how to retrieve statistics to show Wi-Fi usage.
- The Bristol History Room continues to be a popular destination this fall.
- There was an increase in program attendance led by adults and teens.
- The computer lab was busy in November as the CT Dept. of Health used the lab for training.

Regarding the Monthly Budget Report, Director Prozzo reported that as of January 1 we have used 52.8% @ the Main Library, 69% @ the Children's Department, and 58.1% @ the Manross Library. There are two line items with overages, Water & Sewer which is most likely due to an air conditioning problem that cannot be verified until spring, and the Rents & Leases which is due to the post office box rental going up.

Director Prozzo also reported that she attended the following meetings: December City Council Meeting, Mayor's Budget Kick-off meeting with Department Heads, two virtual meetings for Library Connection, and a meeting of the Bristol CHC (Community Health Center) Community Advisory Board. The purpose of this Board is for members to share information about our programs and services and will meet quarterly.

Highlights of library activities as reported by Director Prozzo included:

- After speaking with the Rotary Club in December Director Prozzo accepted a donation of \$484 to be used to purchase non-fiction and biography books in honor of Rotarians on their birthdays.
- The Children's Library received \$300.00 from the Walmart Foundation. Thanks to Valerie Toner for writing this grant, she will use the money to purchase mega blocks and wall mounts to add to the sensory wall area.

Director Prozzo next reported on Personnel matters. Interviews were held for the Floater/Children's Assistant on Monday, December 21. A candidate was selected and the Personnel Department is doing background checks and references. Interviews were also held for the Part-time Library clerk at Manross. Again, a candidate has been selected and we are waiting on Personnel to finish checks for that individual.

Lastly, Director Prozzo reported on some very exciting news for the summer. She informed the Board that the Library will be having our first Author Luncheon with guest Stewart O'Nan, originally from Avon and now in Pennsylvania. This special event featuring his book Last Night at the Lobster, which is a fictional account of the closing of the Red Lobster in Torrington with the setting of the book being the old the Bristol Centre Mall, will be held on Thursday, July 14, 2016 at 11:30 am at the Bristol Doubletree Resort. Thanks to Dawn Leger from the BDA for her part in making this happen. More details will follow, but for now I am looking to form a committee made up of Friends, staff, and Board members to help with such a major event.

b. City Council Liaison Report
No report.

c. Friends of the Library
No report.

Item 7 - Old Business

a. Update on High Street Entrance

Director Prozzo reported that she has received an email from David Oakes conveying that the City has issued a PO to Creative Landscape Designs of Bethlehem, CT for the repair of the bluestone stairs on High Street. They were the low bidder at \$4,800.00. Dave will keep her posted on whether they will go forward in the next few weeks or wait for Spring. Shortly after receiving the email, John Moderacki spoke to the contractor when they showed up at the Library. He was informed that they are going to start Tuesday, January 5th. The High Street entrance will have to be closed to the public while they do the work.

b. Update Centennial Fund purchase of self-checkout station

Director Prozzo reported that everything is on hold until the Spring while the staff is busy tagging to get to the 80% as suggested by 3M.

c. Review Library Board member's attendance at FOI Training Class
No report as Director Kanachovski was absent from the meeting.

d. Discussion of RFID gates on lower level at Manross

Director Prozzo reported the cost for putting gates on Manross' lower level would be at least \$11,314, perhaps a little more since work would have to be done to bring drops down to that location. In response to a question from Chairperson Boyko, Director Prozzo reported that if we were to go forward with this project, she would recommend that the funds be taken out of the Manross Trust Funds. The quarterly disbursement is \$16,000+ per quarter. If she were to take one of those quarterly disbursements, it should cover the cost of the project. This year's disbursement has been earmarked for other projects so she recommended that this issue be looked at again next year. This would also allow Manross to work on tagging their collection which they really just started to do. Chairperson Boyko asked that this item be brought up again at the July 2016 meeting.

e. Review and approve 2016/2017 Library Budget

A copy of the proposed budget was enclosed in the monthly packets to all Board members. Director Prozzo noted that since she has not received the worksheets for the budget yet, the form that she used shows the 2016 Request, which in some cases is not accurate since it does not show what was actually received.

Director Prozzo reported that she is asking for a 1.1% increase across all three Departments which gives her a little room in the event the Comptroller's office suggests she make any adjustments. The Mayor's request was that no department come in over 2%.

Director Prozzo discussed the proposed budget line by line showing slight increases in overtime wages, public utilities, water & sewer charges, Repairs and Maintenance to cover maintenance contracts for the RFID stations, telephone to cover the new pricing as set forth by Scott Smith in January of 2014, Travel Reimbursement to cover additional workshops and seminars, Maintenance Materials, Program Supplies, Conferences & Memberships to cover the CLA membership.

Chairperson Boyko requested that Program Supplies be increased to include genealogy databases. Director Prozzo responded that once she sees the final wages from the Comptroller's Office, and if adding the genealogy database will not bring her over the Mayor's 2% cap, she will look at the possibility of increasing that portion of the budget.

Under the Children's Library, Director Prozzo noted a slight increase in Program Supplies thanks to the hard work Valerie Toner puts in to obtain grants for her Department.

With the Manross Library, Director Prozzo showed slight increases in Water & Sewer Charges, Repairs and Maintenance to cover the Maintenance Agreement for the RFID System, Maintenance Supplies and Program Supplies.

Regarding the Goodsell Library Request. Director Prozzo reported that she has not received the final statements from City Hall so she cannot project her 2017 request at this time.

Main Library revenue will not be completed until the auditors complete their work and close out the 2016 fiscal year.

The grand total for all three departments comes in at \$2,114,198.00. Last year's total request was \$2,000,091.00

Director Papazian **MOVED to approve the proposed budget as presented by Director Prozzo. Seconded by Director LaPorte and unanimously approved.**

Item 8 - New Business

None.

Item 9 - Adjournment

There being no further business to come before the Board, Director Papazian **MOVED to adjourn the meeting at 7:08 p.m. Seconded by Director Salvatore and unanimously approved.**

Gail Straun
Administrative Assistant

Note: This meeting was digitally taped.