

**MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS**  
**MONDAY, October 3, 2016**  
**Bristol Public Library 5 High St. Bristol, CT 06010**

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

Library Director Deborah Prozzo

Absent: Fran Alshuk, Pina Salvatore, City Councilman Calvin Brown

Item 1 - Call to Order

Chairperson LaPorte called the meeting to order at 6:35 p.m. Valina Carpenter arrived at 6:40 p.m.

Item 2 - Audience Participation

Teresa was welcomed by the audience and she proceeded to talk about the new programs on display and all mentioned Elizabeth L for doing a good job with publicity.

Item 3 - Approval of Minutes

Director Boyko **MOVED to approve the Minutes of the September 12, 2016 Regular Meeting. Seconded by Director Kapchensky and unanimously approved.**

Item 4 - Communications

Director Prozzo reported that she received a communication from Youth Journalism International thanking the Library for going above and beyond with providing space last minute for a program and then assisting with advertising and set up.

Item 5 - Committee Reports

a. Finance Committee  
No report.

b. Property Committee  
No report.

c. Policy Committee  
No report.

d. Strategic Planning Committee  
Chairperson LaPorte stated that at the November meeting there should be discussion regarding the Library's three to five year plan. The Hispanic community is more involved.

## Item 8 - Ad-Hoc Committee Reports

### a. Library Director's Report

- 1) August statistics are included in your packet. You are going to see many double digit negative numbers showing the seriousness of the State Library restrictions with holds. The trickle-down effect impacted gate count numbers as well :
  - Overall circulation had a decrease of only 1%.
  - At the recent supervisor's Meeting, we have set a priority for each department to make every effort to get these numbers back on track through increased programming. The idea is that more foot traffic will help to offset the other numbers.
  - The State Library Board meeting was held on Sept. 26 and the 5 hold restriction is still in place as they further review the situation. The next meeting is at the end of October.
- 2) Monthly Budget Report: as of September 29, 2016: My request to carryover \$49,657 was approved by the Board of finance and will go to the Joint Board at their October meeting.
  - 36.5% @ Main Library:
  - 72.5% @ Children's Library, mostly due to encumbered book money
  - 44.1% @ Manross Library:
  - Goodsell still shows a negative balance because the Comptroller's Dept. has not yet rolled over the budget and closed out Fiscal Year 2016.
- 3) Meetings attended:
  - September City Council, Board of Finance, Library Connection Board of Directors, Friends of the Library, and the Strategic Planning Committee, evaluation and new fiscal year goals meeting with the Mayor went very well.
- 4) Highlights of library activities:
  - We started out the fall season with a strong adult program lineup. The first Saturday we were open we had Sherlock Holmes Radio Program with 71 in attendance.
  - We have added additional titles to our online magazine subscription service, Zinnio. Downloads have tripled since we began this service, last fiscal year 1,444 magazines were downloaded.
  - Children's and Teen departments at both libraries are ready with fall programming that starts this week and ends in December.
- 5) Personnel matters: Seven internal candidates signed the posting and written testing for the Administrative Assistant position took place on Thursday, September 29 in the Computer

lab, included accounting, bookkeeping, and excel. Those who pass will go on to the oral exam which take place later this month.

b. City Council Liaison Report  
No report.

c. Friends of the Library

Director Kanachovski gave sales dated for the holiday book sale. January 12<sup>th</sup> will be the next meeting at Manross and they will rotate who attends from the Friends.

#### Item 9 - Old Business

- a. Committee assignments were written and Director Kanachovski will contact the City Clerk's office. April 16<sup>th</sup> will be the Election of Officers and Director Lodovico suggested a sign-up for future meetings.
- b. Updated Library Board contact information with Jeff Boyko's corrected work phone number.

#### Item 10 - New Business

Director Lodovico stated that Little Free Libraries are in close proximity to the Public Library. Valerie Toner, Supervisor of Childrens Services, attempted to address this issue at a School Readiness Meeting, but the committee decided to go forward with the project.

#### Item 11 - Adjournment

There being no further business to come before the Board, Director Boyko **MOVED to adjourn the meeting at 7:20 p.m. Seconded by Director Kapchensky and unanimously approved.**

---

Deborah Prozzo  
Library Director

*Note: This meeting was digitally taped.*