

**MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS**  
**MONDAY, FEBRUARY 1, 2016**  
**BRISTOL PUBLIC LIBRARY, 5 HIGH STREET, BRISTOL, CT 06010**

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

Library Director Deborah Prozzo  
City Councilman Calvin Brown

Absent:

Item 1 - Call to Order

Chairperson Boyko called the meeting to order at 6:30 p.m.

Item 3 - Approval of Minutes

Director LaPorte **MOVED to approve the Minutes of the January 4, 2016 Regular Meeting. Seconded by Director Papazian and unanimously approved.**

Item 4 - Communications

None.

Item 5 - Committee Reports

a. Finance Committee

No report.

b. Property Committee

No report.

c. Policy Committee

No report.

d. Strategic Planning Committee

Director Prozzo reported that they did complete Goal #2, Objective #2 - Communication/Outreach with special emphasis on Seniors, Children, Young Adults, the School System and English as a Second Language Residents. A portable stage for use in the meeting rooms at the Main Library to provide a better audience experience for library programs was purchased with a donation from Carol Reeves through the Friends' Memorial Wall. It has been used frequently by performers and feedback from the audience has been positive.

Also under Goal #2, Objective #5(c), the Library has purchased permanent signage in several areas making it easier to navigate through the library and the stacks.

Under Goal #6, Objective #4 - Technology. The Library will continue to increase community awareness of the technology that is available through the library by conducting outreach (participating in the Mum Festival since September is National Library Card Signup Month), conducting computer lab training for patron use of mobile

devices, how to download e-books, streaming video, etc. We have adjusted the library's homepage to highlight new digital content, and Chris Soper from the computer lab will be running a variety of classes and offering one-on-one help with patron's personal devices.

Under Goal #2, Objective #10 - Work collaboratively with the Bristol Historical Society to organize programs that showcase the History Room's collection, thereby increasing public awareness. The Library has teamed up with the Bristol Historical Society to put on a Black History Month Program entitled "The Story of Ruth".

Under Goal #8, Objective #2 - Add a book security system at the Main Library. A 3M RFID Detection System was installed and has been operating as of September 2014.

We will continue to monitor Goal #2, Objective #2 - The Bristol Library System will request and document the need for increased funding and staff to best utilize the library's enhanced functions through advertising and marketing.

Under Goal #7, Objective #7 - Increase in-house technical training for staff so that staff may stay abreast of current technological changes/trends, thereby increasing their ability to communicate with and assist patrons. After asking the staff to attend at least one per month, to date staff have attended 13 webinars, workshops or roundtable meetings.

Under Goal #8, Objective #9 - Investigate the possibility of a debit or credit card scanner for patrons to use for paying fines, fees, lost items and other charges. We are still working on the best and most efficient way to accomplish this. John has already set up a payment kiosk.

- 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 December monthly stats. She brought to the Board's attention the yellow highlighted items:

- Overall circulation saw a 4% decrease from last year. In the latest update on deliverIT CT, the State will take over full responsibility in March for the entire state. But there have been significant increases in the e-books and downloadable items.
- Tech Services cataloged a large number of new books and continue to clean up missing items from the catalog.
- Overall program attendance increased, especially children's and young adults.

Regarding the monthly budget report, we have used 60.2 % at the Main Library; 71% at the Children's Library; and, 64.3% at the Manross Library with no issues in any department as of this time.

Director Prozzo reported that she attending the following meetings: January City Council Meeting and the Friends of the Library quarterly meeting.

Regarding highlights of library activities, Director Prozzo reported on the following:

- The library will be expanding its database collection beginning this month with the addition of ancestry.com, Law Depot, and ComicPlus, along with additional magazine titles through Zinio, using Goodsell money.
- Manross Trust Funds will be used for additional shelving, new vertical blinds, children's and nature books, an RFID workstation for the staff workroom, chairs for the auditorium, and adult & children's programming.

Regarding Personnel matters Director Prozzo noted that two new employees have joined the staff, Brittany LeBlanc as the part time clerk at Manross, and Emily DiPaulo as the Floater/Children's Assistant.

Regarding an update on the Centennial Fund money, Director Prozzo noted that the new DVD spinner rack has arrived and is already in use, the staff continue with the tagging of the collection to reach the 80%, and we plan on moving a computer from the reference dept. downstairs to be dedicated as a "Payment Kiosk" in preparation for the self-checkout station resulting in a savings of over \$2000. In order for us to move ahead with this project we are making some changes in the first floor reading rooms. Magazines will be housed on the second floor to make room for new fiction thereby freeing up space to expand the large print collection. New magazine containers have been purchased with some of the Centennial fund money in order to make space for the self-checkout station.

b. City Council Liaison Report

No report.

c. Friends of the Library

Director Kanachovski reported that the Friends are looking for volunteers to help with the big February book sale.

Item 7 - Old Business

a. Update on High Street Entrance

The project has been completed. Item can be removed from the Agenda.

b. Review Library Member's attendance at FOI Training Class

Director's Kanachovski and Carpenter presented their findings from their attendance at the FOI meeting in January.

c. Library Budget Hearing

The hearing has been changed to March 14<sup>th</sup>.

d. Author Luncheon

The Author Luncheon has been scheduled for Thursday, July 14th at 11:30 AM at the Doubletree Hotel in Bristol. The author is Stewart Onan, formerly from Avon and now living in Pennsylvania. He is the author of several fiction, non-fiction and collections. The story of the event will be Last Night at the Red Lobster which is set at the old mall downtown Bristol. The Friends of the Library approved their participation in the event and four members of the Friends' Board have volunteered to be on the committee. I have not heard from any library Board members but I hope that some volunteers will come forward. We have our quote from the Doubletree for the luncheon price of \$20.95 with 22% gratuity (see proposal). I will be meeting with Dawn Leger from the BDA on Wed. at 10:00 am in my office and anyone is welcome to attend.

Item 8 - New Business

None.

Item 2 - Audience Participation

Mike \*\*\*\* Publisher of The Bristol Press was in attendance. He spoke to the Board about scanning and digitizing the microfilms of The Bristol Press. He stated that it would be beneficial to the Library and make it easier for patrons to access articles. The proposal would be to take the microfilm that we have now, scan and digitize it and get it out to the public through Newspapers.com. Library users and newspaper employees would have free access to this website, but there would be a general fee for the public. Their hope is that part of this revenue would go back to the library. One of the setbacks in the past was Director Prozzo's concern about transferring our microfilm out of the building and what if something happened to it. Mike reassured her that they do have hard copies of all the papers and in the unlikely event that our microfilm were lost or damaged, they would take on the expense of replacing it from their own hard copy.

The Board asked several questions including turn-around time, is there a contract with some kind of insurance that would cover loss or damage to our items, and once this initial project is finished, how they would continue with the new issues as they are released. Mike responded that the turn-around time would depend on Newspapers.com, there is a formal contract but he is not sure what the insurance requirements are, and they will continue to digitize the newspaper from their resources at the Newspaper.

Mike noted that one additional benefit to doing this is that our patrons are now confined to our library building if they wish to search for something in The Bristol Press, whereas this option will allow them to search from home, work, or the like.

It was agreed by all that a contract and a proposal need to be provided to Director Prozzo well before next month's meeting so it can be reviewed by all Board members. Mike will attend again in March to answer any final questions and hopefully get the Board's approval to get this project underway.

Item 9 - Adjournment

There being no further business to come before the Board, Director Papazian **MOVED to adjourn the meeting at 7:34 p.m. Seconded by Director Salvatore and unanimously approved.**

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Gail Straun  
Administrative Assistant

*Note: This meeting was digitally taped.*