

**MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS  
MONDAY, MARCH 7, 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

Library Director Deborah Prozzo

Absent: Donna Papazian  
City Councilman Calvin Brown

Item 1 - Call to Order

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

Item 3 - Approval of Minutes

Director Carpenter **MOVED to approve the Minutes of the February 1, 2016 Regular Meeting. Seconded by Director Carpenter.**

Discussion: Chairperson Boyko noted that the last name of the Publisher of the Bristol Press on the first line under Item 2 is Schroeder. **A vote was taken on the Motion and it was 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  
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 monthly stats. She brought to the Board's attention the highlighted items:

- Overall circulation saw a 2% decrease from last year. The significant increase in eBook and downloadable circulation was not

enough to offset the drop in print and AV items. According to one state employee, there are still thousands of books backlogged in the Avant warehouse. The state is going forward with taking over the deliverIT system but it is still unknown how they will deal with this situation.

- The reference department was busy handling more reference questions along with increases in both lending and borrowing of ILLs.
- We saw better numbers for programs and attendance, better weather had some impact.
- Significant increases also in meeting room usage and attendance and in the computer lab.

Regarding the Monthly Budget Report Director Prozzo reported that as of March 1 we have used:

- 67.5% @ Main Library-everything is on track for this point in the budget. She doesn't see any problem areas and we are in good shape with utilities and natural gas. We also have a good amount left in the program supplies account to get us to the end of the year.
- 71.4% @ Children's Library and everything there looks fine.
- 70.6% @ Manross Library. Professional fees and Services account will be replenished with some money from the Manross Trust funds that will carry us to the end of the fiscal year. We are also using some Trust Fund money from the quarterly disbursement to purchase new vertical blinds, another RFID workstation, and a DVD spinner rack.

Regarding monthly meetings, Director Prozzo reported that she attended the following:

- City Council. She noted that she did not have to attend the Finance Board Meeting because our items were on the Consent Agenda and they had no questions.
- Meeting with the Comptroller's Department where the only change to the budget that was recommended was to cut the Natural Gas line items by \$5000 at the Main Library and by \$3000 at Manross due to the actual amount used in FY 2015-16. This \$8,000 decrease in the Library budget puts us at a .9% increase.
- Doug Potts from 3M/Bibliotheca, he has taken over CT from Don Jannazzo, our previous rep from 3M. We discussed some different options for going forward with the self-checkout unit. He will be getting me a new quote this week based on a different configuration which would work better in our "mixed environment" of both RFID tags and barcodes.

Director Prozzo next discussed the highlights of library activities:

- The Library was mentioned in the "Spotlight on Success" section of the Winter Foodshare newsletter which states "one of our newest summer meals sites at the Bristol Library provided over 3,600

healthy lunches while kids read enough books to break library records.

- We continue to make changes to the reading rooms on the main floor to better utilize the space. We have moved the magazines to the second floor and into the new display units.
- New fiction was moved into the former Magazine area, using existing shelving.
- We have begun to spread out the new non-fiction books. Next step will be to expand the Large Print collection into the available space.

Personnel matters: None.

Next, Director Prozzo informed that Board that the Library will be participating in the CT Library Passport Program for the first time this spring.

The program will run April 1-30, 2016.

**Purpose of the program:** "The passport Connecticut Libraries Program invite you to visit all of the participating Connecticut public libraries. The program is open to adults and children, and the hope is that it encourages residents to explore the amazing diversity of our public libraries."

**How to participate:** "Visit your local participating library to pick up your Passport. They will stamp it and give you a token gift. Then, take your passport along as you visit other participating libraries. At each visit, you must show your library card, and then the library will stamp your passport and give you another small gift."

**What is done with the passports:** If you visit at least five participating libraries and return your passport to a participating library by May 6<sup>th</sup>, then you will be entered into one state-wide drawing for a chance to win a \$150 Visa gift card for adults (18 and up) and a \$100 Visa card for children (under 18). This is a state-wide contest where four winners will be selected: one adult and one child from a random drawing from all who visited at least five libraries, and one adult and one child from a random drawing from all who visited the most libraries."

Bristol Library's proposed token gifts: **Children**-Coloring books (Main and Manross will give the same items). **Adults**-Small tote bags (Main and Manross will have different colors).

b. City Council Liaison Report

No report.

c. Friends of the Library

No report.

Item 7 - Old Business

a. Library Budget Hearing

March 14, 2016 at 6:00 pm in the Council Chambers at City Hall.  
Chairperson Boyko urged all Board members to attend.

b. Author Luncheon

Director Prozzo distributed Save the Date! Postcards to all Board members. The committee had a very productive meeting last week and continues to move forward with their plans including the Connecticut Humanities Grant. The next push will be selling tickets beginning on April 1, 2016. The cost of the tickets will be \$28.00 each and will include lunch. The Friends have voted not to use the function as a fund-raiser so that they do not affect the grant application with Connecticut Humanities. Director Prozzo noted for the record that she has appreciated the efforts of Director LaPorte as he has been instrumental in helping to move things along.

c. Bristol Press digitizing

In response to a question from Chairperson Boyko, Director Prozzo reported that she has not heard anything from Mike Schroeder regarding the contract that was asked for when he made his last presentation to the Board.

Item 8 - New Business

a. Gallery of Library Directors

Director LaPorte reported that there is a gallery of all former Library Directors starting from the first one and ending with Francine Petosa in the Bristol History Room. There has been discussion that the gallery should also include the current director.

Director LaPorte **MOVED first, to add this item to the Agenda and, second, to approve the addition of Director Prozzo's picture to the gallery of Library Directors in the Bristol History Room. Seconded by Director Carpenter and unanimously approved.**

Item 9 - Adjournment

There being no further business to come before the Board, Director Lodovico **MOVED to adjourn the meeting at 6:58 p.m. Seconded by Director LaPorte and unanimously approved.**

---

Gail Straun  
Administrative Assistant

*Note: This meeting was digitally taped.*