

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS
MONDAY, MAY 2, 2016
BRISTOL PUBLIC LIBRARY, 5 HIGH STREET, BRISTOL, CT 06010

ATTENDEES: Jeffrey Boyko, Thomas LaPorte, Pina Salvatore, Fran Alshuk, Valina Carpenter, Elizabeth Kanachovski, Donna Papazian

Library Director Deborah Prozzo
City Councilman Calvin Brown

Absent: Andrea Kapchensky, Bonnie Lodovico

Item 1 - Call to Order

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

Item 3 - Approval of Minutes

Director Kanachovski **MOVED to approve the Minutes of the March 7, 2016 Regular Meeting. Seconded by Director Carpenter and unanimously approved.**

Item 4 - Communications

Director Prozzo reported that she received four communications. Scott Stanton received a thank you for scheduling several training classes in the meeting rooms and Jay received a thank you from ESPN for a great tour of the Bristol History Room and a donation of some ESPN historical files for the library. We also received a grant for \$500.00 from the Bristol Rotary Club to support four summer Yoga programs for children and a \$12,002.00 grant from the Stocker Foundation to be used toward the purchase and installation of Krayon Kiosks during school year 2016-2017. Director Prozzo noted for the record that Valerie Toner did a wonderful job in writing and receiving this Grant.

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 for March:

- Overall circulation had a decrease of 14% due to ongoing issues with the State of CT delivery system. The state has forced the consortium to put a 5 item hold limit in place, severely cutting back on patron requests. Director Prozzo noted for the record that several individual staff members have been very supportive in picking up and dropping off books at other libraries using their own vehicles and on their own time. The Maintenance staff have also chipped in by doing two runs to various libraries to deliver and drop off items.
- Some bright spots for the month include increases in the Bristol History Room and the Computer Lab along with increased use and attendance of the meeting rooms.

Regarding the monthly Budget report as of May 1st, Director Prozzo reported that we have used:

- 80.6% at the Main Library: With three months left to the fiscal year the various line items look good. Director Prozzo does not see any problems at this time. The warm winter helped with utilities, especially natural gas, and the overtime account which saw significant savings.
- 75.8% in the Children's Library: We had a slight overage in the professional fees line item for entertainers.
- 80.3% at the Manross Library: Overall budget looks good.
- The City budget went before the Finance Board for approval on Tuesday, April 25th. The Finance Board did not make any cuts to the Library budget and it was approved as submitted.

Regarding attendance at meetings, Director Prozzo reported that she attended the March and April City Council meetings, Virtual Meeting of Library Directors, the Author Luncheon Committee, and the monthly meeting of the LCI Library Board of Directors.

Director Prozzo next reported on highlights of library activities:

- Three staff members, including Director Prozzo, attended the Connecticut Library Association Annual Conference held at the Convention Center in Hartford. It was a full day of programs and each of them attended a variety of presentations. Director Prozzo's focus was primarily on customer service. Emily DiPaulo and Debie Alos attended Children's programs.
- CT Library Passport Program wrap-up shows that 211 passports were given out at the Main Library, 107 of which were given to Bristol patrons.

- A Centennial Fund update regarding the Self-Checkout system shows that the system is in place and ready for final installation and staff training. The "Payment Kiosk" is up and running across from the Circulation Desk.
- Update on Manross Trust Funds indicates that we have ordered and installed the RFID workstation, Children's and Nature books, and receipt printer paper so far.

Next, Director Prozzo stated that she would like to propose to the Board that a regular closing date for Saturdays in June be set, just like the opening is set for the first Saturday after Labor Day. The reason for this is that in the past we have gone by when the last day of school is, then closing that Saturday. This year is one of the earliest school closings and would mean being open only one Saturday in June. Director Prozzo noted that she researched records from 2002 up to 2015 and the number of Saturday openings broke down to 9 years with 2 Saturdays in June, 5 years with 3 Saturdays, 1 year with 4 Saturdays, and none with only 1 Saturday. She proposed that the library be open for the first two Saturdays of June, regardless of the school schedule.

Director Carpenter **MOVED to add Saturday summer closings to the Agenda for tonight's meeting. Seconded by Director Papazian and unanimously approved.**

Director Carpenter **MOVED to approve the proposal from Director Prozzo that the Library maintain a consistent summer Saturday closing schedule and close after the second Saturday in June every year regardless of the school schedule. Seconded by Director Kanachovski and unanimously approved.**

Regarding personnel matters, Director Prozzo noted that Dennis Berube, Custodian at the Main Library, has left, and Pierre Lemieux, Part-time Custodian at the Manross Library, has accepted the Main Library position and will be starting on Tuesday, May 3rd. We will then begin the process to request that the Part-time Manross position be posted.

b. City Council Liaison Report

No report.

c. Friends of the Library

No report.

Item 7 - Old Business

a. Author Luncheon

Director Prozzo reported that the Committee met and they are now selling tickets together with the Friends of the Library at \$28.00 each. The luncheon takes place on July 14, 2016 with the doors opening at 11:30 am.

Item 8 - New Business

- a. Chairperson to appoint Nomination Committee of three (3) Board members. Any member who wishes to be a nominee shall not serve on the nomination committee.

Chairperson Boyko appointed the following Directors to serve on the 2016 Nomination Committee, Fran Alshuk, Chairperson, Director Donna Papazian and Director Pina Salvatore. It shall be the duty of this committee to nominate candidates for the offices to be filled and send written notice of such to the Board at least seven days prior to the election. The Nomination Committee shall prepare a ballot that may include provisions for write-in candidates. Additional nominations may be made from the floor. The officers shall be elected by signed, written ballot or by roll call vote of members present at the June meeting.

- b. Closing of Library in May 28, 2016 for the Memorial Day Weekend

Director Papazian **MOVED to approve the library closing on Saturday, May 28, 2016 for the Memorial Day weekend. Seconded by Director Carpenter and unanimously approved.**

Item 9 - Adjournment

There being no further business to come before the Board, Director Carpenter **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.