

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS
MONDAY, JUNE 6, 2016
BRISTOL PUBLIC LIBRARY, 5 HIGH STREET, BRISTOL, CT 06010

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

Library Director Deborah Prozzo
City Councilman Calvin Brown

Absent: Fran Alshuk

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 April 4, 2016 Regular Meeting. Seconded by Director Kanachovski and unanimously approved.**

Item 4 - Nomination and Voting of new Officers

Written ballots were distributed to all Directors present. They were handed to Gail Straun, Recording Secretary, and she read the results into the record as follows:

Eight (8) votes for Elizabeth Kanachovski for Chairperson
Eight (8) votes for Valina Carpenter for 1st Vice-Chairperson
Eight (8) votes for Thomas LaPorte for 2nd Vice-Chairperson

There were no write-in candidates and every Board member had voted. Chairperson Kanachovski took over the meeting.

Item 5 - Appointment of new Library Committee Members and Liaisons to the Friends

Director Boyko offered to forward the current list of Committee members to Chairperson Kanachovski. All Board members were asked to contact Chairperson Kanachovski with their requests for placement on any particular Committee. This matter will be placed on the Agenda for next month's meeting.

Item 6 - Communications

Director Prozzo reported that she received two communications. The first was from the Connecticut Center for Healthy Aging complimenting Scott Stanton and John Moderacki and his staff for their attention to detail and

the ease with which they were able to book their training sessions and the staff's ability to answer questions and bookings as needed.

The second communication was from Frank Stawski, Chairman of the Memorial Boulevard Building Committee, who also thanked the library for use of the staff and facility resources. They were able to book a room for May 24th on very short notice and they are requesting that the Library Board consider amending the Meeting Room Policy to accommodate instances such as their hastily scheduled meeting, thereby eliminating the required two week advanced notification in the event of an emergency.

After a brief discussion, the Library Board unanimously agreed that since the staff is already in the practice of allowing for emergency/urgent meetings, they did not feel any changes were necessary to the actual Meeting Room Policy at this time.

Item 7 - Committee Reports

- a. Finance Committee
No report.

- b. Property Committee

Director Papazian reported that the Property Committee met today at 5:30 pm regarding 29 High Street which is the property adjacent to 25 High Street, the neighboring property to the library. 29 High Street does abut the library property at the rear and is presently a one-quarter acre, empty, flat lot approximately three-quarters of which is paved. It recently came to Director Prozzo's attention that it is again available for purchase and might be a good use for staff and overflow parking.

Director Prozzo reported that they met with Jeff Palazzo, the Realtor who has the listing. The property is appraised for \$54,400 and is assessed at \$38,080. The asking price is \$49,000 and Director Prozzo feels that the property would allow for at least 20 additional parking spaces. The realtor suggested making an offer. The Property Committee discussed the issue and agreed to propose the use of Centennial Funds and to allow Director Prozzo to speak to Mayor Cockayne about this issue and to make an initial offer on the property.

Director Papazian **MOVED to authorize the Library Director to make an offer for the 29 High Street property in the amount of \$25,000 and to bring the results back to the full Board in July for a vote. Seconded by Director Boyko and unanimously approved.**

- c. Policy Committee
No report.

- d. Strategic Planning Committee
No report.

Item 8 - Ad-Hoc Committee Reports

- a. Library Director's Report

April statistics are included in your packet, highlights include:

- 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. Thanks to individual staff members and the custodians for making deliveries to area libraries to lessen the backlog.
- 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 June 1st, we have used:

- 89.9% @ Main Library: We are approaching the end of the fiscal year and the line items all appear to be in good shape with the exception of the Telephone. We have known that we will need to move some money to cover this at the end of the year.
- 84.8% @ Children's Library: We had a \$6.00 overage in the professional fees line item for entertainers that will need to be covered.
- 87.1% @ Manross Library: The Program Supplies budget has been used and the Professional Fees shows an overage but the Comptroller's Department hasn't moved money over into this account from Trust Fund money.

Next Director Prozzo reported that she attended the May City Council meeting, LCI Finance Committee meeting, and the Author Luncheon committee meeting.

Regarding highlights of library activities, Director Prozzo reported that the Main Library held an Armed Forces Day Program on Saturday, May 21 with 50 people in attendance. There was a showing of the documentary Fire on the Mountain, featuring Bristol's hometown hero, Tony Sileo. We received some nice publicity in the Bristol Press. The Children's Department once again hosted the Safety Fair and 140 children and adults participated in this annual event. Children were fitted with bike helmets and were able to ride their bikes around a track in the parking lot.

Director Prozzo next reported on Personnel matters noting that the Part-time Custodian position was posted in the City and there were no signatures. It has now been advertised outside and posted on the City website. She has started the applicant review process which will close on Friday.

Summer Reading plans for all departments are in place. Flyers are in the regular monthly packets and Director Prozzo encouraged the Board and their families to sign up and participate. We have something for everyone. This is the first year we are also utilizing Wandoo Reader, an online means for adult summer reading participation. Director Prozzo thanked Samantha Partney for the record for her hard work in getting this part of the adult summer reading program in place. There are many unique challenges and

prizes throughout the summer. The library would like to thank the Friends group for funding prizes and refreshments for summer reading at both libraries.

Director Prozzo then reported that we have contracted with Brown Bear Creative to re-design our website. This is one of her goals for the fiscal year. Initially she thought it could be done in-house but it became clear that we needed some outside expertise. This company has recently done Simsbury and Bloomfield Libraries' websites, both of which won CLA awards.

b. City Council Liaison Report

No report.

c. Friends of the Library

No report.

d. Technology Committee

No report.

Item 9 - Old Business

a. Author Luncheon - Tickets for all Board Members will be available at the meeting for \$28.00 each

Director Prozzo stated that tickets sales are a little low and asked Board members for their help in buying and selling tickets. The luncheon takes place on July 14, 2016 with the doors opening at 11:30 am. Director Lodovico requested that a table be set aside for the Library Board and she urged all Board members to purchase tickets.

Item 10 - New Business

None.

Item 11 - Adjournment

There being no further business to come before the Board, Director Carpenter **MOVED to adjourn the meeting at 7:10 p.m. Seconded by Director Boyko and unanimously approved.**

Gail Straun
Administrative Assistant

Note: This meeting was digitally taped.