

Regular Meeting of the Board of Library Directors
Monday, March 3, 2014
6:30 p.m.
Bristol Public Library - Meeting Room 1

ATTENDEES: Fran Alshuk, Jeff Boyko, Orlando Calfe, Valina Carpenter, Andrea Kapchensky, Elizabeth Kanachovski, Thomas LaPorte, Bonnie Lodovico, Donna Papazian, Library Director Deborah Prozzo, and Council Liaison Calvin Brown

Item 1 – Call to Order

Meeting called to order by Director Boyko at 6:30 p.m.

Item 2 – Audience Participation

Present: Alfred Cianchetti

Mr. Cianchetti proposed to have a plaque with statistical data of deceased Bristol veterans from various wars to be displayed in the Bristol History Room. Also, Mr. Cianchetti requested the Board consider placing a four-foot bench with plaque(s) adhered next to a flag pole at the Library honoring Frank Nicastro in recognition of playing over 4,000 taps. This request is contingent upon denial of the Veteran's Council and the Park Board to position the bench on Memorial Boulevard.

The Board discussed the placard request. **Motioned** by Director LaPorte **and seconded** by Director Lodovico **to accept the placard containing statistical data of deceased Bristol War veterans and display the plaque in the Bristol History Room according to the Library Boards' discretion, and it was unanimously approved.** The Board tabled the bench proposal until conclusive information becomes available.

Item 3 – Approval of Minutes of the February 3, 2014 Library Board Meeting

Motioned by Director Kanachovski **and seconded** by Director Papazian **to approve the February 3, 2014 meeting minutes, and it was unanimously approved.**

Item 4 – Communications

Per Director Prozzo, three items were received.

A letter received from Ellie Wilson, Programming Committee of the Bristol Historical Society thanking the Library Director and the staff for a successful program conducted on March 1, 2014 that included a tour of the Bristol History Room.

A letter received from Thomas Angels of the John Birch Society thanking the Programming/Public Relations Manager for use of a meeting room, all were impressed with the room and the professionalism of custodial staff Mark Bolduc.

A letter received from Matt, thanking the Programming/Public Relations Manager for use of a meeting room to hold his Eagle Scout ceremony.

Item 5 – Committee Reports

- a. Finance Committee: Per Director Calfe a special meeting was held on February 25, 2014. Movement of trust funds was discussed, however the 65 page report from the attorney was not received until today; the matter was tabled. A meeting with Mayor Cockayne is scheduled to discuss the fees incurred to handle the funds. The High Street property was discussed and tabled until the matter can be discussed with the Mayor. The budget was reviewed, then tabled for further action at a later date. Another special meeting was held on February 27, 2014 to discuss the budget. A motion was approved to have the Library Director request a \$10,000 increase to Program Supplies; in that \$10,000 was cut last fiscal year to meet City budgetary means; and to request an additional \$17,000 to cover Sunday hours at the Library. Director Prozzo discussed the \$10K cut with Comptroller Glenn Klocko. The Comptroller indicated the \$10K cut cannot be placed back in the Library budget. Previous fiscal year cuts to the budget are not justification to request and/or receive the funds in a future budget.

Director Calfe reported that the High Street property was received as surplus by the Connecticut Office of Policy and Management, as such they have custody and control of the property. Two appraisals are conducted, they take the average of those appraisals and present that to the municipality. The municipality has 45 days to render purchase of the property, otherwise the property goes out for public bid. The building is in average condition, was heated throughout the winter months, with two-family use reported. The Board discussed possible uses of the property and maintenance costs. No further action was taken on this issue.

Director Calfe mentioned the Park Department may have previously moved trust funds into the Main Street Foundation without the aid of outside counsel where no fees were incurred. More information to follow as it becomes available.

- 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 submitted the January 2014 Library Statistics that show an increase in Juvenile and Young Adult circulation, significant increase in E-books and downloadable audio books, an increase of inter-library loans, use of the Bristol History Room, Adult items cataloged, program attendance in the Adult and Young Adult categories, and Computer Lab use. Director Prozzo submitted a monthly budget report. The Finance Committee of the Library Board approved the draft budget that will be presented to the Board of Finance this week. The draft budget initially consisted of a 2.1% decrease from last year. Adding the \$17K for Sunday hours to the budget resulted in a 0.8% decrease from last fiscal years' budget.

Director Prozzo attended the February 2014 City Council meeting, and Library Board Finance Committee meetings. Director Prozzo and Teresa Goulden met with Comptroller Glenn Klocko to re-review the draft budget. Going forward Director Prozzo will have the Library Supervisors take an active part in their division budgets. Director Lodovico commended Director Prozzo on her presentation of the draft budget.

AARP Tax Preparation program is underway and has been well attended. Two donations were received from the Bristol Tramps Organization and the Bristol Lions Club. The State of Connecticut issued \$1,296 to the Library for completion of the annual public library survey.

In process to fill the vacant Circulation Clerk position in the Library to replace Sara Ray.

Patrons have adhered to the “no-smoking” policy that include no smoking within 25 feet of the Library.

Director Prozzo invited the Board to attend upcoming events at the Library.

- b. City Council Liaison Report: Councilman Brown supports the \$17K budget increase to add Sunday library hours.
- c. Friends of the Library: Director Kanachovski stated the Friends of the Library will hold their quarterly meeting at Manross Library on April 27, 2014, and a book sales is planned in June 2014.
- d. Manross Library Renovation Committee: The renovations were completed and the Committee was disbanded at the February 3, 2014 meeting.

Item 7 – Old Business

None to report.

Item 8 – New Business

- a. Discussion of 25 High Street: No discussion.
- b. 2014-2015 Library Budget: No discussion.

Item 9 – Any other matters to come before the Board

None.

Item 10 - Adjournment

It was motioned by Director Lodovico **and seconded** by Director Kanachovski **to adjourn the meeting at 7:20 p.m., and it was unanimously approved.**

Respectfully submitted,
Wendi Connolly
Recording Secretary