

**MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS  
MONDAY, NOVEMBER 3, 2014  
BRISTOL PUBLIC LIBRARY, 5 HIGH STREET, BRISTOL, CT 06010**

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

Council Liaison Calvin Brown

**ABSENT:**

**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 Calfe **MOVED** to approve the Minutes of the October 6, 2014 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**

No report. Meeting is scheduled for Monday December 1<sup>st</sup> at 5pm to review progress of goals of the Strategic Plan for the past six months.

**e. Technology Committee**

No report.

**Item 6 - Ad-Hoc Committee Reports**

**a. Library Director's Report**

Stats were included in the monthly packets to all Board members. Director Prozzo noted that the stats show an increase in both circulation and on-line circulation which added 755 items more than last year. Other increases included number of reference questions answered, number of people who visited the Bristol History Room, patron registrations, and attendance at programs with the Main Library adding 190 more adults than last year. The largest increase continues to be inter-library loans with Bristol patrons borrowing 1,385 more items than last year and lending over 1,000 items more than last year.

The year-to-date library budget was also included in the monthly packet to all Board members. Director Prozzo reported that as of November 1<sup>st</sup>, the Main Library has used 42% of their

budget, the Children's Department is at 79% and the Manross Library is at 45.5%. All line items are on track for the fiscal year. The only line item which may fall short is the Main Library over-time budget due to unforeseen illnesses and vacancies.

Next, Director Prozzo reported that she attended the October City Council meeting, the October Department Head meeting, the monthly Library Director's Consortium meeting and the Library Supervisor's meeting. She also attended the October Board of Finance meeting where the members approved the use of Manross Library Trust Fund money for the purchase of an RFID system for the Manross Library.

Regarding highlights and activities for the month of October, Director Prozzo reported that the Main Library held 7 adult programs with 289 in attendance, including the dedication of the Library Express Corner which was funded by a donation from Michael Reiss. Also, the Manross Library held a Friends' grant musical event featuring local musicians which was entitled Willie Was Different. The event was well attended.

Regarding personnel matters, Director Prozzo noted that there are currently two vacancies, the custodian job posted inside with no signatures and is now advertised with a closing date of November 7<sup>th</sup>. The Children's Assistant position has been posted and will come down in three days. If there are no internal signings that position will be advertised as well. Also, Director Prozzo and Director Papazian reported that Young Adult Librarian, Jodi Papazian, gave birth to Lucy Elizabeth Papazian on Wednesday, November 29<sup>th</sup> at Hartford Hospital. Both Mom and baby Lucy are doing well.

Director Prozzo informed the Board that she completed and submitted the Public Library Survey on October 17<sup>th</sup>. She has a copy on file if any Board members are interested. She is anticipating approximately \$1,200 from the State.

Nutmeg TV invited Scott Stanton, Programming and Public Relations Manager, to do a one-half hour segment for Nutmeg TV highlighting various things at the library. The segment aired on Sunday night at 7:00 but is also available on the Nutmeg TV website under Video On Demand. Nutmeg TV has offered the library additional air time depending on how frequently we want to do this. They have also afforded library staff the opportunity to tape shows with assistance in the use of their studio equipment for free. Scott Stanton is researching this opportunity. Director Prozzo referred the matter to the Technology Committee asking them to investigate this issue and see if they can find ways to help the Library have a greater presence on Nutmeg TV.

Next, Director Prozzo reported that in order to continue to expand and update library offerings to the community, she had asked the staff to do Library site visits, either in person or on-line. She explained that she was looking for new ideas and programming from other libraries in Connecticut. Each staff member was asked to submit at least one idea and she has gathered all the staff submissions which she will be reviewing and compiling the results. She will then meet with the Strategic Planning Committee to see where these new practices might fit into our Plan.

In response to a question from Director Calfe, Director Prozzo reported that the RFID system at Manross will probably not be up and running until the spring.

Regarding the last \$5,000 gift check from Michael Reiss, Director Prozzo reported that the money has been deposited in the Library's Donation and Gift account.

The Board held a brief discussion on the article in The Observer regarding the grand opening of the Library Express Corner funded by Michael Reiss. Director Lodovico noted that the paper continually referred to the Library Director as Francine Petosa and she felt that a corrected article should be written. Director Prozzo informed the Board that Scott Stanton immediately contacted The Observer and they were supposed to print an apology but there has been nothing printed to date. Several Board members offered to write letters to The Observer asking for a corrected article.

**b. City Council Liaison Report**

Councilman Brown noted that he recently read an article about a community in Texas where they turned an abandoned Walmart into a one-level library. He stressed how important it is that communities like this one, and like Bristol, value their local libraries.

Councilman Brown also thanked Director Prozzo and the library staff at Manross for being so helpful during a recent meeting with several local constituents. There was a huge turnout and the Manross staff was very accommodating.

**c. Friends of the Library**

Director Kanachovski reported that the Friends' next quarterly meeting will take place on November 13<sup>th</sup>.

**Item 7 - Old Business**

**a. Plaque Policy**

Director Prozzo reported that she was doing some research and found Minutes from a meeting of the Property Committee dated February 21, 2007. She briefly noted that at that time the Committee had agreed that large plaques would be placed on both sides of the Main staircase and that other memorial plaques would be located in the historic building on the large wall in the main lobby across from the Circulation Desk. That would be the place for the older plaques as well as future plaques and would become a memorial wall/wall of honor. That space is now in the Library Express Corner and holds the signed posters from Michael Reiss. As far as other libraries' policies regarding this issue, most allow the ongoing display of plaques if the organization is a partner with the library.

It was confirmed with Chairperson Boyko that he had been approached by the Bristol Exchange Club who wishes to display a plaque listing present and past presidents which they will update and maintain. Director Prozzo reported that she does not feel that the Bristol Exchange Club is in any way connected to the Bristol Public Library System and that this may not be a proper site for their plaque. Director Lodovico noted that she might be in favor of hanging organizational plaques but that they should not include any individual's names so that they do not need constant updating. Director Prozzo requested that this matter be referred back to the Property Committee for further discussion and to look at various other places in the library where plaques could be located, noting that wall space needs to be a consideration.

**Item 8 - New Business**

**a. Thanksgiving Eve Closing**

Director Prozzo requested that the Board approve the closing of the Libraries at 5:00 pm on Wednesday, November 26<sup>th</sup> so that staff can start their Thanksgiving holiday plans.

Director Papazian **MOVED to approve the closing of the Libraries at 5:00 pm on Wednesday, November 26<sup>th</sup> as the start of the Thanksgiving holiday. Seconded by Director Calfe and unanimously approved.**

**Item 9 - Any other matters to come before the Board**

In response to a question from Director Calfe regarding the signage in the library encouraging people to vote and to register to vote, Director Prozzo reported that the actual voting will not take place at the library but that we are required to accept voter applications by State law.

With the direction of Director Lodovico, the Board discussed the worsening condition of the front steps into the Library on the High Street side of the building. The Board unanimously agreed that the steps need to be repaired before an injury occurs. Councilman Brown will pursue the matter with the Public Works Building Committee.

Director Prozzo reported that the request for parking signs on High Street is currently in the hands of the Police Department.

**Item 10 - Adjournment**

There being no further business to come before the Board, Director Alshuk **MOVED to adjourn the meeting at 7:02 p.m. Seconded by Director Kanachovski and unanimously approved.**

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Gail Straun  
Administrative Assistant

*Note: The preceding meeting was not taped due to mechanical problems with the tape recorder.*