

MEETING MINUTES OF THE BOARD OF LIBRARY DIRECTORS
MONDAY, OCTOBER 6, 2014
MANROSS MEMORIAL LIBRARY, 260 CENTRAL STREET, FORESTVILLE, CT 06010

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

Library Director Deborah Prozzo

ABSENT: Elizabeth Kanachovski
Council Liaison Calvin Brown

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 September 8, 2014 Regular Meeting. **Seconded by Director Calfe.**

DISCUSSION: Director Boyko requested that line two, page two, be corrected to read "offering it to the City for \$80,000" instead of \$8,000.

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

Director Papazian reported that she has been in touch with Richard Miecznikowski and he is exploring the properties on Main and High Street. She will have more to report at next month's meeting.

c. Policy Committee.

No report.

d. Strategic Planning Committee

Director Papazian reported that there will be a six-month review of the status of the Strategic Plan at the end of November or early December after which she will report to the Board.

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. Yellow highlighted items showed increases from last year. Director Prozzo explained that Zinio and One-Click Digital are being added to the stats. Zinio are digital periodicals and One-Click Digital are e-books available from the IConn statewide platform and are free to patrons to download. Interlibrary loans

continue to rise at an impressive rate. Items coming and going on any given day are hard to keep up with and are the direct result of the Library's migration to Sierra. The Bristol Room also showed strong numbers for August due to the new Friday morning openings. Increases are also noted in the total number of programs, number of items cataloged and there is a good response to computer lab classes and one-on-one assistance offered by Computer Lab Supervisor Chris Soper.

The monthly budget report was also included in the packets to all Board members and showed that the budget is currently on track with 35% spent in the Main Library budget, the Children's Department shows 83.5% spent due mainly to money encumbered for books and non-print items, and 41% spent for Manross.

Director Prozzo reported that she attended the Special Meeting of the Real Estate Committee in September concerning 25 High Street, the Friends annual meeting in September, and the Department Head meeting at City Hall. She also attended the Library Directors' Roundtable in West Hartford.

Regarding Library activities for month of September Director Prozzo was pleased to report that we were represented at the Flavored Food Fest on Riverside Avenue with help from the Friends of the Library. Adult programs in September included one for which Scott Stanton received a CT Humanities grant. It was entitled Woman in World War II and was very successful,

Director Prozzo next reported that the new sound system has been installed with wireless microphones, ceiling mounted projectors and speakers and is available to the staff and outside groups using the meeting rooms.

Director Prozzo invited all Board members to the dedication ceremony for the new "Library Express" which will take place on Saturday, October 11, 2014 from 3:00pm to 5:00pm. Purchasing the furniture for the space was made possible by a donation to the Friends from Author/Screenplay Writer, Michael Reiss. Michael will be on hand for the dedication and Director Prozzo encouraged the Board to attend and show their appreciation.

Concerning Personnel matters, Director Prozzo reported that the Circulation Clerk position at the Main Library was filled by Samantha Partney. A candidate has been selected and has accepted the Library Clerk position at Manross and is scheduled to begin on October 15th. Alexandra Calfe started work as a Main Library Page on October 2nd, and Denis Michaud has moved to the Water Department leaving a vacancy in the Maintenance Department. One other vacancy is still open in the Children's Department.

b. City Council Liaison Report

None.

c. Friends of the Library

Ellie Wilson reported that the Friends will be holding holiday book sales at both libraries in December.

Item 7 - Old Business

a. Grants available for Braille reading

In response to an inquiry by Director Calfe, Director Prozzo reported that LSTA grant money can be used for adaptive technology. Research shows that other libraries have received these types of grants, but have not used the funds for that purpose. The Bristol Public Library does offer a variety of options for our patrons including books on tape, CD MP3,

Playaways and cassettes. We also offer downloadables for mobile devices and have a sizable collections of large print books. The Manross Library also has a machine which magnifies any type of reading materials onto a large screen. Patrons can also be referred to the Library for the Blind which is a State Library where they can request materials to be sent to our library for easy retrieval.

b. Michael Reiss dedication

This item was covered under Library Director's Report, although Director Prozzo did add that the furniture is arriving tomorrow.

Item 8 - New Business

Director Orlando questioned whether or not the Library offers Rosetta Stone. Director Prozzo informed the Board that we do not due to the cost, but we do offer Universal Class and Transparent Language. Coming in March or April One-Click Digital will debut Pimsleur Language as well.

Director Boyko reported that he has been approached about hanging a plaque in the Bristol Library listing all past Directors. He referred the matter to the Policy Committee and asked that they develop criteria for the hanging of plaques which should include who maintains them and under what circumstances an existing plaque should be removed.

Item 9 - Any other matters to come before the Board

Director Prozzo reported that we have finally received the \$10,000 distribution from the Manross Trust Funds and it has been deposited. She is going before the Board of Finance on October 28th to request that the City move the money from the Revenue account into an Expense account so that we can purchase the RFID security system for Manross. She further reported that an additional \$6,275 will be needed to complete the project all at once to avoid additional costs. She requested the Board's approval for the transfer of the original \$10,000 from the Bank of America, plus the additional \$6,275 from Manross trust funds into the Manross Library RFID Security System Expense fund. She noted that the current balance in the City's trust fund account is \$216,477.99.

Director LaPorte **MOVED to authorize Director Prozzo to approach the Board of Finance and request that \$16,275 be made available from their current Revenue accounts and be placed into the Manross RFID project account. Seconded by Director Papazian and unanimously approved.**

Item 10 - Adjournment

There being no further business to come before the Board, Director Calfe **MOVED to adjourn the meeting at 6:51 p.m. Seconded by Director Carpenter and unanimously approved.**

Gail Straun
Administrative Assistant

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