

**LIBRARY BOARD MEETING
BRIDGEPORT PUBLIC LIBRARY
Wednesday June 17, 2015**

Vice President Baraka called the regular meeting of the Board of Directors of the Bridgeport Public Library to order at 7:08 p.m. in the Board Room of the Burroughs-Saden Memorial Public Library.

PRESENT: Directors Baraka, Errichetti, Holden, Greenberg, Cunningham, Christy and Brown

ABSENT: Directors O'Donnell and Osborne-Gant

Public Comment:

Librarian John Soltis gave the Board of Directors an overview of the Wayfinding System designed for the Black Rock Library to encourage patron use of the garden. He also invited board members to the July 18th "Party in the Garden" fundraiser at the Black Rock Library Garden.

Approval of Minutes:

A **MOTION** to approve of the minutes of the May meeting was offered by Director Errichetti, seconded by Director Greenberg and unanimously approved.

Financial Reports:

Treasurer Errichetti presented financial reports as attached indicating Library Fund City vouchers for approval totaling \$356,551.96. The total included funds in the amount of \$300,000 for the possible purchase of one or more properties for branch relocation, \$16,535.19 for consultant fees for updating the Strategic Plan with Library Development Solutions and carpet cleaning in the Black Rock Library. A **MOTION** was made by Director Errichetti and seconded by Director Greenberg to approve payment of monthly vouchers. The payment of the vouchers was unanimously approved.

Director Errichetti also presented a monthly report on the Non-Levy Operating Budget, which had a cash balance of \$40,645.00. The yearly report for 2014-2015 totaled an income of \$86,150.19 and expenditures of \$91,638.72. Director Errichetti noted a significant increase in expenditures for programming as set out in the Strategic Plan. There was, however, inequity in expenditures for the different branches. He offered a **MOTION** for the City Librarian in collaboration with the Branch Managers establish a programming budget for each facility that will encourage long-term planning and the alignment of the activities with goals of the Strategic Plan. The motion was seconded by Director Cunningham, discussed and unanimously approved.

Unfinished Business:

City Librarian Hughes told the Board of Directors that he would meet with the managers of the Branch Libraries to develop a uniform procedure for the collection of fines and fees. He said he would present the new policy to the Library Board of Directors at the meeting on July 15th.

Correspondence and Communication:

None

Report of the City Librarian

City Librarian Hughes present the Board of Directors with a spreadsheet of data on computer usage, reference transactions, attendance, circulation, programming and program attendance. Online database usage and digital downloads.

City Librarian Hughes and President O'Donnell attended the East Side NRZ to discuss the Library's Facilities Master Plan. City Librarian Hughes also attended the NAGE Awards Dinner which honored Junior Librarian Nykia Eaddy among others.

Report of Personnel Committee

Chairman Greenberg reported that the Personnel Committee met with City Librarian Hughes on May 25th at Burroughs-Saden and agreed upon three performance goals for the 2015-2016 fiscal year: completing an application and securing a construction grant from the State of Connecticut to assist in the implementation of the BPL Facilities Master Plan; Creation of an Operational Plan to implement the Strategic Plan and creation of a Library Community Advisory Board to facilitate Library outreach.

Director Greenberg presented a **MOTION** recommending that the Board of Directors accept these three performance goals as part of the City Librarian's annual evaluation. The Motion was seconded by Director Brown and unanimously approved.

Report of Facilities Committee

Director Errichetti gave Board members a brief update on attempts to procure properties for East Side/End Libraries as detailed in the Facilities Master Plan. He informed the Directors that he will keep them informed via email updates.

City Librarian Hughes said that he had contacted Tom Newman at the State Library that the BPL intends to apply for a State Library Construction Grant. He also said that he had contact Michael Ayles of Antinozzi Associates regarding the schematic drawings needed for the grant application.

The Directors requested that the Supervisor of Maintenance submit a report on the status of all library facilities for the July Board meeting.

Director Cunningham suggested that City Librarian contact the City of Bridgeport Grants Office and all requisite city personnel to inform them of the BPL intention to apply for a State Construction Grant and ask for their assistance in the facilitation of the application process.

City Librarian Hughes told the Directors that he would have a full report on State bond money on the Board Meeting on the 15th.

Report of the Friends

Director Errichetti reported that the Friends of the Bridgeport Library is fiscally healthy and that they had received a grant from the Bridgeport Rotary Club.

Adjournment

A **MOTION** to adjourn was duly made, seconded and unanimously passed and the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Anne Cunningham