

BRIDGEPORT LIBRARY

Minutes

of the meeting of the Board of Directors
of the Bridgeport Public Library and Reading Room
held Wednesday, January 20, 2016 at 7:00 p.m.
at the Burroughs-Saden Library 925 Broad Street. Bridgeport CT

PRESENT: President O'Donnell, Treasurer/Secretary Errichetti, Directors Brown, Christy, Cunningham, Holden, Greenberg, and Vice President Baraka

ABSENT: Osborne-Grant

Acceptance of the Agenda:

The meeting was called to order by President O'Donnell at 7:03 pm. The agenda was unanimously adopted.

Public Comment:

Many community leaders and residents addressed the Board of Directors with concerns of the removal of City Librarian Scott Hughes. They included Cheryl Palmer, Loraine James, Rev. Darryl James, Melanie Jackson, Teri Walden, Dave Gordon, Ernie Newton, Eldorado Anderson, Charles Pariello, Steve Nelson (135th District), Kinglsey Osei, Edward Lomax, Tom Coble, Philip Desrosier, Howard Gardner, Rev. Mary Lee, Elliot Abott, Ralph Ford, Attorney Tyesha Toms, Carl Elliot, and expressed support for Mr. Hughes and the direction the library is moving under the direction of Mr. Hughes.

Approval of Previous Minutes:

Treasurer/Secretary Errichetti offered a **Motion** to approve the minutes of the December meeting. The motion was seconded by Director Cunningham and unanimously passed.

Approval of the Treasurer's Report/Payment of Invoices:

Treasurer/Secretary Errichetti presented vouchers for payment in the amount of \$150,347.99. This amount includes retroactive rent payments for Newfield in the amount of \$100,000. There were concerns with the rent payment for Newfield therefore Treasurer/Secretary Errichetti recommended not to approve payment at this time and requested City Librarian Hughes to investigate the issue. A **Motion** was offered to approve payment of vouchers in the amount of \$50,347.99 and to move the discussion of Newfield's rent to the next Buildings Committee meeting. The motion was seconded by Vice President Baraka. Approval was unanimous.

President O'Donnell requested information on the operating budget in light of the new property assessment done by the city for the Board to have understanding of the allocations to plan and project for the staffing of the future libraries. Inquiries were made in regard to the library's liability for union increases both NAGE and BCSA. Treasurer/Secretary Errichetti gave a summary of the current budget. The Library budget was approximately \$6.8 million. \$4.1 million in expenses are encumbered. There is approximately \$2.7 million available. The budget for salaries was \$3.2 million (filled positions); \$1.9 million has been spent with \$1.9 million remaining. With the union increases there may be an overhead of about \$1 million which would require reallocation of funds. He also requested for line item transfers in the amount of \$9,250 from other services into the Uniform allowance (\$150), Subscriptions (\$7,800), Equipment Rental/Lease (\$1,300). A **Motion** was made by Treasurer/Secretary Errichetti to approve line item transfers. The motion was second by Director Holden. The motion was unanimously passed.

Unfinished Business:

Director Baraka mentioned a correspondence was received regarding a claim and would like to discuss it during executive session, along with new business.

Report of the City Librarian:

City Librarian Hughes presented the Board with a Strategic Operations Plan for FY 2016-2017. This plan includes goals established based on the Strategic Plan created for 2010-2012. It also included top priorities for the Bridgeport Public Library in 2016, Policy Initiatives, and Staff & Service Development.

He distributed a monthly data report on library usage, as well as his monthly report on library activities. He held a Department Head meeting on January 19th, in which programming during school vacation (February 12th-16th) was discussed as well as programming of system-wide events for future months. Department heads were given an update on the cash handling policy.

He reported that he attended the ALA Mid-Winter Conference and it went well. He attended two valuable workshops; Sustainable Staff Development and Long Range Planning & Development.

He reported that to develop the maker-space/business innovation center concept, he met with local organizations and artists including Housatonic Community College about STEAM programming for Teens at the maker-space and opportunities for partnership. A follow up meeting is scheduled for late January with aforementioned local organizations and artists, and other local organizations which include participants from Jim Himes' office, the University of Bridgeport, Downtown Special Services District, City of Bridgeport's Economic Development Department, and Connecticut Small Business Development Center.

City Librarian Hughes reported he met with John Gomes, CAO and Janene Hawkins, Director of Labor relations to discuss the request to fill the Assistant City Librarian Position. He was told no further discussion can take place with potential candidates until the request is approved. Also, that Mayor Ganim requested that he submit an Operations Plan for the city to also understand what the library's future staffing needs would be. A follow up meeting is scheduled.

Director Greenberg questioned Mayor Ganim's Operation Plan request regarding Library operations which under state law exclusively within the power and control of the Library Board. City Librarian Hughes stated he has already submitted the Operation Plan to Mayor Ganim.

Director Greenberg expressed concern about the Personnel Committee not being included in the process of the selection of the potential candidates for Assistant City Librarian. Director O'Donnell raised an issue regarding the selection process of the Assistant City Librarian. He stated that State Statues give the responsibility of selecting both City Librarian and all Assistant City Librarians to the Board. City Librarian Hughes dissented, expressing he was the appointing authority and that he needed to be able to select someone he could work with. He mentioned the previous process was setup by him, and not required.

A **Motion** was made by Director Greenberg that the City Librarian could NOT appoint or proceed with applications of the Assistant City Librarian without bringing them to the Personnel Committee. The motion was seconded by Director Cunningham.

Director O'Donnell stated that the City Librarian must follow established policy and past practices with regards to the hiring of the Assistant City Librarian.

Report of the Buildings Committee:

City Librarian Hughes reported that Newfield Library has water damage due to pipes that burst due to the weather. Newfield will need to remain closed for a few days while clean up occurs.

The selection of an Advisory/Community Panels is in the development stages. He also reported that he is in the process, along with Alan Berger, in having community meetings to discuss new locations.

There have been over 1,000 community surveys completed, would like to have over 2, 000. The Board discussed concern about the survey being online only. They also instructed the surveys be converted to Spanish and have both Spanish and English surveys passed out at local schools.

Director Holden addressed the current construction being done at Burroughs on the 1st floor and questioned when the original Circulation area would be up and running, a priority need. He is concerned with the appearance upon entering the building. Director O'Donnell spoke with Mark Halstead and he said construction process in going slower than anticipated, but it is still under budget. Director O'Donnell also stated there were some issues with payment, prior payments had stopped. Needed construction changes were necessary for the women's bathroom, but hopefully would be finished by early February.

Director O'Donnell discussed the Antinozzi Associates' proposal for Newfield design. The proposal stated Newfield being at 10,000 sq. ft. on a single floor vs. a 5,000 sq. ft. with a more efficient library floor plan. Treasurer/Secretary Errichetti suggested keeping the original plan drawn up or it would cost the Library additional funds. There were concerns from the Board about changes of schematics to the library with the new plan. Director Holden suggested an emergency meeting to discuss the proposal further. Director O'Donnell asked whether or not the Buildings Committee would have the final approval of what direction to go, or to call a special meeting of the Board to review the findings? A **Motion** was made by Director Greenberg to move the discussion to Buildings Committee. A Buildings Committee meeting is scheduled for 1/26/2016 at 5:15pm. The motion was seconded by Treasurer/Secretary Errichetti. The motion was unanimously passed.

A question arose in regards to the lobby being painted in conjunction with the renovation happening on the 1st floor at Burroughs. There was uncertainty and it would be discussed during the emergency buildings committee meeting next week. Also discussed was ADA access and were there any funds available for compliance. It was reported that a review of the exterior and front lobby for ADA access of Burroughs was done, and Jodie Paul would look into what funding was available for ADA compliance. Director Holden suggested that Jodie Paul be invited to the February Buildings Committee meeting.

Director O'Donnell expressed concern about insurance coverage. The City is self-insured. He recommends meeting with the City to get a better understanding of the self-insurance program and how claims are settled, whether there a reserve fund as a contingency for insurance purposes or does the City authorize payments? He also received a quote from a company that offered liability insurance for the library at a premium in the amount of \$1500-\$2000 a year. A **Motion** was made by Treasurer/Secretary Errichetti to refer further discussion to the Finance Committee, and for Committee members to seek out additional bids for insurance (Gap coverage & Liability). Director Greenberg seconded the motion. The motion was unanimously passed. Director O'Donnell will forward contact information for insurance quote to Treasurer/Secretary Errichetti.

Report of the Finance Committee:

Board members expressed agreement that the Cash Handling Policy procedures are reasonable. A **Motion** was made by Treasurer/Secretary Errichetti to adopt the Cash Handling "Procedure". The motion was second by Director Baraka. The motion was unanimously passed.

Concerns were expressed about fees for usage for those who cannot afford them-will there be exceptions? Also, concerns of out of state users/residents and how the new fee increases will affect them. An explanation of the ECard was given and the mention of updating the current usage policy to reflect the adoption of the ECard.

Report of the Governance Committee:

Paperwork for the two new Director Appointments was submitted to the office of the Mayor for approval of the City Council. Governance Committee will begin to review the by-laws and policies that may need updating at next meet being held February 10, 2016 at 6:30pm.

Report of the Personnel Committee:

Director Greenberg expressed the need to continue the use of past practice in regards to hiring the Assistant City Librarian, which requires selection of a hiring committee that consists of library staff members and personnel members. He reported that there was a performance review conducted of City Librarian Hughes in which three goals was established. The Personnel Committee was unsatisfied with the performance of the City Librarian in achieving any positive results. In light of the Public Comment he requested an additional thirty days to consider further action regarding performance evaluation for City Librarian Hughes. A **Motion** was made by Director Greenberg to refer the decision back to Personnel for further review. The motion was seconded by Director Holden. The motion was unanimously passed.

Report of Friends of the Library:

Treasurer/Secretary Errichetti reported that the Friends of the Library made an \$1800 donation to Hallen School. Patty received a request from Central High School to form a committee to purchase donations. The committee is to decide what books and how much will be donated.

He reported that the Friends of the Library will devote April book sales to Literacy Volunteers.

He also reported that the Friends of the Library and Literacy Volunteers will work collaboratively on grants. Also they would like to host a Scrabble Tournament fundraiser at Burroughs with assistance from Tammy, whom has had success with other fundraisers in Milford. They are willing to split the proceeds with Tammy at a 60 (Tammy) /40 (FBPL) split.

New Business:

Director Holden withdrew his request to revise 2016 meeting calendar. Buildings Committee will continue to meet every 2nd Tuesday of the month and Personnel Committee will continue to meet every 2nd Wednesday of the month. Unless otherwise notified.

Treasurer/Secretary Errichetti reported on Old Mill Green's Lease extension. He reported two new options available; 12 month to 18 month extension or 12 month with a 6 month option. A **Motion** was made by Treasurer/Secretary Errichetti to keep the Lease at its current charge. The motion was seconded by Director Holden and passed unanimously.

A **Motion** was made by Director Baraka to go into Executive Session with Board Members only for correspondence regarding a claim and for personnel issues with respect to City Librarian. The Motion was seconded and passed unanimously. Meeting went into Executive Session at 10:15pm.

The meeting was resumed upon coming out of the executive session. No further action was taken.

A **Motion** to adjourn was made, seconded and unanimously passed. The meeting ended at 10:40 pm.

Respectfully submitted,

Thomas R. Errichetti
Secretary / Treasurer