

MINUTES
LIBRARY BOARD MEETING
BRIDGEPORT PUBLIC LIBRARY
August 20, 2014

President O'Donnell called the regular meeting of the Board of Directors of the Bridgeport Public Library to order at 7:10 p.m. in the Boardroom of the Burroughs-Saden Memorial Public Library.

PRESENT: Directors James O'Donnell, Thomas Errichetti, Hon. William Holden, Donald Greenberg, Sauda Baraka, Anne Cunningham.

ABSENT: Directors Osborne-Gant, Arroyo

Public Comment:

None

Approval of Minutes:

A **MOTION** was made by Director Holden to approve the minutes of the July 2014 meeting and seconded by Director Errichetti. The minutes were approved with an abstention by Director Baraka.

Financial Reports:

Treasurer Errichetti presented Library Fund vouchers for approval totaling \$154,567.48.. The Board approved a line item transfer in the amount of \$12,000 for repairs on the Bookmobile and deferred payment on a voucher request in the amount of \$5,661.00 for a book scanner and SNET repairs in the amount of \$2,000 pending further clarification of need. He indicated that he had not yet received a response on his inquiry regarding surplus library funds despite the July 16 response deadline he requested.

A **MOTION** was made by Director Errichetti and seconded by Director Greenberg to approve payment of monthly vouchers in the amount of \$154,567.48. The payment of the vouchers was unanimously approved

Unfinished Business:

Director Errichetti indicated that a report from the task force for the revision of the Acquisition policy would be presented to the Board of Directors at the September meeting.

President O'Donnell stated that he was waiting for a response from Courtney Stone regarding the execution of the solar panel project with PSEG.

The Board reaffirmed the valuable contributions made by their strategic partner, The Friends of the Bridgeport Library, toward the realization of the BPL's goals and strategic plan. They expressed their regret at the lack of clarity regarding the use of garage space

used for their weekly book sale, as well as the poor communication of modifications made by the City Librarian. A clarification of facilities use policy was suggested.

Correspondence and Communication:

None

Report of the City Librarian

City librarian Hughes distributed a spreadsheet on Library data for the month of July 2014, a 2015 schedule for BPL Board and Committee meetings, and a draft MOU for the formation of a Bridgeport Public Library Foundation. City Librarian Hughes stated that he attended a City Department Head meeting at Sikorsky on Wednesday August 13th. He stated that he would have a draft Table of Organization Plan for presentation at the next Personnel Committee Meeting and gave a brief overview of staff changes that have been made. He said that new positions had not yet been posted. He informed the Board of Directors that the first bid of construction services was \$200,000- \$230,000 for bathroom renovations and that he had a meeting the following day regarding the Historical Collection. City Librarian Hughes did not make a recommendation for book budget allocation.

Director Cunningham inquired whether the data requested by the facilities consultants had been supplied. Director Hughes indicated that he would check with staff.

Report of Personnel Committee

Chairman Greenberg informed the Board that a draft policy statement regarding outside engagement by staff during working hours was still under discussion.

Report of Facilities Committee

Director Errichetti told us that a review of the Draft Facilities report was that the report of the Facilities Master Plan was on scheduled for September 3 at 5:30pm in the Boardroom of the Burroughs-Saden Library. All Board members were invited to attend.

Director Baraka reported that the plan for the interim relocation of the Newfield Branch to Tisdale School would be referred to the BOE process/policy committee and reviewed by the BOE attorneys for feasibility before it went to the BOE facilities committee.

Director Errichetti suggested that the Board withhold the payment on the Newfield property until there was a clarification of financial issues.

Report of Governance (Nominations) Committee

The nominations committee will meet at 5pm. on the third Wednesday of the month.

Report of the Outreach/Marketing Committee

None

Governance Committee

In response to the draft MOU presented by City Librarian Hughes, President O'Donnell referred action to the Governance Committee. Director Errichetti suggested that a committee of the whole board be created to address the creation of a Library Foundation.

Report of the Friends

Director Errichetti informed the Board of Directors that the Annual Meeting of the Friends of the Bridgeport Library would be held at on September 25, 2014 at 6:30 pm at the North End Branch.

New Business

Director Greenberg made a **MOTION**, which was seconded by Director Errichetti, for the Board to go into executive session to discuss personnel matters. The motion was approved and the Board entered into executive session at 8:35 p.m.

At 9:10 p.m. the Board of Directors emerged from executive session. Director Greenberg offered a **MOTION**: To direct City Librarian Hughes to include a report on the exterior and interior conditions of all buildings and facilities and actions/plans for their remediation to his monthly report as City Librarian. The motion was seconded by Director Errichetti and unanimously approved.

Adjournment

A motion to Adjourn was duly made, seconded and unanimously passed and the meeting was adjourned at 9:17 p.m.

Respectfully submitted,

Anne Cunningham

