

**MINUTES
LIBRARY BOARD MEETING
BRIDGEPORT PUBLIC LIBRARY
October 15, 2014**

Vice-President Baraka called the regular meeting of the Board of Directors of the Bridgeport Public Library to order at 7:12 p.m. in the Boardroom of the Burroughs-Saden Memorial Public Library.

PRESENT: Directors Sauda Baraka, Thomas Errichetti, Honorable William Holden, Donald Greenberg, Kenya Osborne-Gant, and Anne Cunningham

ABSENT: James O'Donnell, Paul Arroyo

Public Comment:

None

Approval of Minutes:

A **MOTION** was made by Director Errichetti to approve the minutes of the September 2014 meeting and seconded by Director Greenberg. The minutes were unanimously approved.

Financial Reports:

Treasurer Errichetti presented Library Fund vouchers for approval totaling \$101,943.41. The directors inquired about the feasibility of an electronic subscription to the CT Post, and utilization of *Eventkeeper* to grab programing analytics. City Librarian Hughes said he would find out about a CT Post subscription and the possibilities of a professional development opportunity regarding *Eventkeeper*. Voucher #61 was deferred at the request of the City Librarian for procedural reasons.

A **MOTION** was made by Director Holden and seconded by Director Greenberg to approve payment of monthly vouchers in the amount of \$100,938.67. Payment of the vouchers was unanimously approved.

There was no report on non-levy funds. In light of concerns raised in other state libraries Director Errichetti asked City Librarian Hughes to report to the board of directors on the procedure for the collection of in-house fees and payment of fines.

Unfinished Business:

The draft Collections Development policy and Purchasing Policy remains under review by City Librarian Hughes.

City Librarian Hughes stated that the Object code for Burroughs- Saden bathroom renovations in the amount of \$230,000 had been forwarded to the appropriate CMS office to move the project forward.

There was no discussion of a plan to make specific materials from the History Center more available to patrons. City Librarian Hughes indicated that responsible staff had just returned from vacation

Director Errichetti reiterated the need for recommendations for book acquisitions from department heads in order to properly adjust the yearly book budget.

Director Baraka indicated that a Memorandum of Understanding regarding the relocation of Newfield resources had been referred to Tisdale had been referred to the BOE attorneys for review.

Correspondence and Communication:

None

Report of the City Librarian

City librarian Hughes informed the board of personnel changes: Philippe Desrosiers (full time maintainer Grade II), Tamara Bawala, Gerline Potus and Mary Rivera (part time Library Assistant I) and Sharaya Smith (full time Library Assistant I). He provided the members of the Board with copies of the posting for the position of Assistant City Librarian.

He attended a meeting with David Kooris (OPED) regarding the economic development plans and the opportunity for joint development. He and Board President O'Donnell are scheduled to meet with Lamonde Daniel from the Mayor's office on November 6th to continue discussion.

City Librarian Hughes said that the Mayor's Cabinet Meeting scheduled to be held at Burroughs-Saden Library on Oct 8th was postponed until November.

He informed the Board of Directors that the library sponsored two events in honor of Hispanic Heritage month at the Discovery Museum that attracted close to two thousand attendees. He commended the Friends of the Library and Library staff.

He gave the directors website information on Teen Read week October 12-18.

Report of Facilities Committee

The directors reiterated their concern about the condition of current Library facilities. (exterior maintenance, upkeep etc.) They recommended using referendum funds to enhance the physical appearance of the library. (i.e. replacing the rug in the fine arts room at Burroughs-Saden. It was suggested that a bid be put out for a replacement rug and sand removal. It was brought to the attention of the Library Board that there are sewage back up concerns during rainstorms at the Black Rock Branch. The City Librarian was directed to advise the Supervisor of Maintenance of this concern via email and provide a report for the Library board. The Board requested that the Supervisor of Maintenance develop a new or report on the existing maintenance plan.

Director Errichetti again expressed the need for a joint audit with the City to account for surplus referendum funds. Director Errichetti proposed a **MOTION** to explore a lawsuit to account for monies in accordance to State Statute. The Motion was seconded by Director Greenberg and approved unanimously.

Director Baraka suggested that the Board reach out to an accounting firm to explore the logistics of an audit.

A whole board meeting was scheduled for October 30th at 6PM at Burroughs-Saden to finalize edits to the Facilities Plan.

Report of Personnel Committee

Chairman Greenberg presented the Board with a draft policy statement regarding outside engagement by staff during working hours for their consideration. Action was deferred until the November meeting.

Chairman Greenberg also presented the Board with a copy of the City of Bridgeport's evaluation instrument for Supervisors and Unaffiliated Employees for review and possible adoption.

Report of Governance (Nominations) Committee

Director Baraka scheduled a meeting of the Nominations committee for 5PM on October 30th to review resumes to fill vacancies on the Library Board of Directors

Report of the Outreach/Marketing Committee

None

Governance Committee

None

Report of the Friends

None

New Business

A brief discussion was held on fostering wider engagement in Library.

Adjournment

A **MOTION** to adjourn was made by Director Errichetti, seconded Director Holden and unanimously passed. The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Anne Cunningham

