

MINUTES

Bridgeport Public Library Board of Directors
Burroughs-Saden Library

April 15, 2015

President O'Donnell called the monthly meeting of the Board of Directors to order at 7:08 pm in the board room of the Burroughs-Saden Library.

PRESENT: Directors James O'Donnell, Sauda Baraka, Thomas Errichetti, Hon. William Holden, Rosalina Christy

ABSENT: Donald Greenberg, Kenya Osborne-Gant, Anne Cunningham

Public Comment:

There was no public comment.

Approval of the Minutes:

The MOTION was made to approve the February Minutes as prepared and the March Minutes as corrected. The motion was unanimously.

Financial Reports:

Treasurer Errichetti presented vouchers in the amount of \$49,867.72 for approval of payment by the Board of Directors. Director Errichetti made a MOTION to approve the payment of vouchers and other financial matters. The Motion was seconded by Director Baraka and unanimously passed by the Board of Directors.

It was noted that there is a public hearing on the BOE budget and Library Budget scheduled for Tuesday April 26, 2015 and the Budget Committee hearing is Wednesday April 27, 2015. In connection with the Budget hearing it was confirmed by Director Errichetti that prior year Library Fund surpluses have been accounted for in the CAFR for the year ended June 30, 2014. Cumulative surplus is approximately \$2.376 million. The funds are not in a separate cash account as required by state statute but are reported as restricted fund surplus on the Balance Sheet.

The Finance Committee is going to meet April 25, 2015 to prepare for the Budget Committee hearing.

Unfinished Business

The procedures for the collection and remittance of non-levy fees was not been completed. Director Errichetti is working with staff at North Branch to pilot procedures. It was learned that non-levy funds are retained at the branches and used for Petty Cash/Incidental Programming costs. All Non-Levy Funds should be remitted to Burroughs for proper accounting.

It was recommended that each branch be given a petty cash fund and procedures be implemented for replenishment. The issuance of credit cards to branch managers was also discussed and approved. It was also recommended that the Branches directly deposit non-levy receipts and forward the details of the deposit with the deposit slip to Burroughs.

Correspondence and Communication None

City Librarian's Report

Director Hughes indicated that the Bids for the Burroughs first floor bathrooms would be opened on April 16, 2015. Five vendors attended the walk through. Director Hughes would initiate the process to get a vendor to work up fitup estimates for New Library location and old Newfield Branch.

Director Hughes informed the Board that Mary Witkowski, Head of the BHC had retired. A farewell party in her honor was well attended.

Director Hughes also informed the Board that a Junior Librarian has been hired as the Library Director for an upstate Library.

There was a discussion of an event held in March (Black Wall Street) where the material for the event indicated that there was a charge for Library- supplied property. There was also a question of whether the event satisfied the meeting room use requirements as it appeared that it was a for profit venture. It was re-iterated by the Board that a third party cannot charge for use of the room or equipment provided by the Library and that any overtime incurred for after hour use of the Library must be paid for by the party using the facility. Director Hughes specifically informed Judge Holden that no Overtime was incurred as a result of this event.

Personnel Committee Report

A Personnel Committee meeting will be scheduled to review the Director's Performance Evaluation and the Director's response in early May. Don Greenberg was absent but Judge Holden indicated there was nothing else to report.

Facilities Committee Report

The Board discussed replacement facilities for the Current OMG and Newfield branches as well as other facilities in light of the Facilities Plan recommendations. Based upon the current availability of limited properties in the East End and pushback from segments of the Community to relocate library services to Tisdale School, a motion was made and unanimously accepted to offer \$300,000 to purchase the Charles Smith Foundation and two additional nearby properties owned by Mr. Smith to replace the current Newfield Library Facility.

Director Errichetti informed the Board that an offer to purchase the former Firtzwilly's property had been discussed with Director O'Donnell based upon the owner's offering price of \$900,000. We would keep the Board informed as the situation developed.

Governance (Nominations) Committee Report

A meeting to fill the remaining open Board of Director seat is needed. Director Baraka to schedule meeting.

Report of the Friends of the Library

Director Errichetti reported that the Friends of the Library had received the balance of the funding from the City for the Literacy Volunteers program. The Friends are initiating with the Library a book discussion group at 3030 Park. Additionally a grant of \$5,000 was received from Pitney Bowes to be used for Literacy program capital expense type items.

New Business

The Directors discussed library personnel positions for the upcoming fiscal year (year 7/1/15 to 6/30/15). A motion was made, seconded and approved to eliminate certain positions effective July 1, 2015.

A MOTION to adjourn was offered by Director Errichetti at 9:07 pm. and unanimously approved

Respectfully submitted,

Thomas Errichetti