

## Minutes

Of the meeting of the Board of Directors  
Of the Bridgeport Public Library and Reading Room  
Held Wednesday, October 22, 2015 7:30 p.m.  
At the Burroughs-Saden Library- 925 Broad Street, Bridgeport, CT

The meeting was preceded by attendance of Board Members at the Annual Meeting of the Friends of the Bridgeport Library held in the Burroughs-Saden community room. Board President, James O'Donnell, presented the audience with an update on the Facilities Plan, including the acquisition of three new properties.

Present: Directors O'Donnell, Baraka, Errichetti, Holden, Christy, Osborne-Gant, Brown, Greenberg, Cunningham City Librarian Hughes

Absent: None

### **Acceptance of the Agenda**

President O'Donnell requested a change to the agenda to add: A report on the status of city insurance under Unfinished Business. The addition was approved and Director Errichetti introduced a **MOTION** to accept the agenda. The MOTION was seconded by Director Greenberg and unanimously passed.

**Public Comment: NONE**

### **Approval of the Previous Minutes:**

Pending the inclusion of several corrections, Director Errichetti offered a **MOTION** to approve the minutes of the September 23, 2015. The Motion was seconded by Director Holden and unanimously approved.

### **Approval of the Treasurer's Report/Payment of Invoices**

Director Errichetti presented vouchers in the amount of \$222,049.51. Directors inquired how many circus posters were going to be preserved for \$35,680.00. Payment for the identification of historical photographs was reduced from \$10,000 to \$7,000. Director Holden made a **MOTION** to approve payments in the amount of \$218,249.51. The Motion was seconded by Director Greenberg and unanimously approved.

### **Unfinished Business**

Out of concern for the newly acquired properties, Director O'Donnell gave a brief overview of the provisions of the property insurance of the City of Bridgeport. He explained that the

master policy insures the property with a \$250,000 deductible. It does not, however, insure the contents of the building. Liability claims are defended by the City Attorney's Office as they occur. Directors unanimously expressed their concern and asked that a representative of Merit Insurance be invited to the next Buildings and Facilities meeting at 5:30 pm on November 10<sup>th</sup>. Additionally, the Board directed City Librarian Hughes to find out how the libraries in Stamford, New Haven and Hartford insured their properties.

### **Correspondence and Communication**

President O'Donnell informed the Board of Directors of a letter requesting Library participation in the Bridgeport Earthfest celebration. Director Baraka offered a **MOTION** approving participation that was seconded by Director Greenberg and unanimously approved. City Librarian Hughes indicated that he would appoint Sylvia Boyd and Nykia Eaddy to be the Library representatives to the planning committee.

### **City Librarian's Report**

City Librarian Hughes indicated that he had no formal report, but would forward branch monthly reports via email. He said that he had scheduled a walk-through with the Maintenance Supervisor of the Fitzwilly's property for the following day. (Oct.23) He said he would contact an appraiser to determine the value of equipment left behind and arrange for its removal. Director Errichetti asked him to inform the office staff regarding the closing on other properties so that the locks can be changed and the utilities transferred in a timely manner.

He indicated that he had not yet posted the position of Assistant City Librarian internally or externally, but would do so. He was reminded that it should also be posted nationally.

City Librarian Hughes informed the Board of Directors that the Library's Application for a State Library Construction Grant in the amount of one million dollars was not accepted due to a failure to file it by the deadline stipulated in State Statute. He took responsibility for the missed deadline and said it was due to a failure of communication and misinterpretation. Director Greenberg expressed great dismay at the major failure of our highest priority. Director Baraka suggested further inquiry into the matter be sent to the Personnel Committee for discussion and/or action.

Director Cunningham offered a **MOTION** to formally thank City officials and Antinozzi Associates for their assistance in the completion and authorization of the grant application. The MOTION was seconded by Director Errichetti and was passed with one abstention.

City Librarian Hughes said that he would use the sign-up sheets from the Friends of the Bridgeport Public Library Annual Meeting to contact people interested in serving on a

community advisory panel and that survey for the community meeting on the strategic plan had been completed.

City Librarian Hughes indicated that work on the Burroughs-Saden bathrooms had been suspended due to discovery of minor asbestos in the tile adhesive. He reported that the delay was over, that contractors will work over the weekend when the library was closed and that renovations are scheduled to resume the following week

City Librarian Hughes said he had no report on the development of a cash collection policy. He requested that Director Errichetti meet with he and Sylvia Boyd the following Monday at 5 o'clock to discuss the matter

### **Report of the Personnel Committee**

Director Greenberg announced that the personnel committee would meet on Tuesday, November 10 at 5:30 pm. to discuss the report from the attorney and other personnel matters.

### **Report From Facilities Committee**

Director Holden indicated there was no need to recapitulate the acquisition of properties from the earlier meeting. The Board of Directors were informed that the maintenance concerns at the Black Rock Branch had been resolved for the time being.

Director Errichetti stressed the importance of the timely retrofit of the Fitzwilly's property with the impending renewal of the Old Mill Green lease.

Directors discussed what should we be doing in light of the loss of the State Construction Grant. Director Hughes suggested continue discussion with the state library and look for other sources of funding.

### **Report of Governance:**

President O'Donnell inquired if the Common Council had approved the newly appointed Directors. City Librarian Hughes said he would have the Administrative Staff notify the Miscellaneous Matters Committee and arrange for the process.

### **Report of the Friends.**

President O'Donnell and the Board of Directors expressed their appreciation for both the Friends and the Office Staff for arranging refreshments for the annual meeting and presentation.

## **New Business**

Director Baraka introduced a **MOTION** to create a taskforce to oversee and manage new facilities construction. The taskforce would be given decision-making authority related to the construction of new facilities and related matters. The MOTION was seconded by Director Greenberg and unanimously passed. Directors Holden, O'Donnell, Osborn-Gant, Cunningham, Errichetti, and Christy volunteered for the task force. In a discussion the Directors' affirmed the priority of involving minority- owned and local businesses in all aspects of facilities construction.

## **Adjournment:**

Director Cunningham made a **MOTION** to adjourn which Director Errichetti seconded. By unanimous consent, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Anne M. Cunningham