

MINUTES
SUBJECT TO AMENDMENT AND APPROVAL AT A FUTURE BOARD MEETING
of the Board of Directors of the
Bridgeport Public Library and Reading Room
for the regular meeting
held at the Burroughs-Saden Library
925 Broad Street
on Wednesday, June 23, 2017 at 5:30 p.m.

Present: Directors O'Donnell, Holden, Errichetti, Christy, Greenberg, Brown.
Interim City Librarian Baldino. City Councilman Slater joined the meeting in progress.

Absent: Directors Cunningham, Baraka, Osborne-Gant

Call to Order

President O'Donnell called the meeting to order at 5:48 pm. An agenda was presented and a **MOTION** to adopt it was made by Director Errichetti and seconded by Director Holden. The agenda was unanimously adopted.

Public Comment:

There was no public comment.

Approval of the Minutes

Director Errichetti made a **MOTION** for the approval of the minutes of the May meeting which was seconded by Director Holden and unanimously approved.

Approval of Treasurer's Report

Payment of Invoices

Director Errichetti presented vouchers totaling \$73,702.04 for approval. After a brief discussion regarding the vouchers related to the Main entrance flooring and boiler repair, Director Holden made a **MOTION** to approve, seconded by Director Errichetti and unanimously approved.

Unfinished Business

President O'Donnell informed the Board of Directors that he had not yet heard back from City Attorney Chris Meyer regarding his request for a meeting with City officials regarding impediments to Library operations. Preliminary discussions have been had with Merit Insurance regarding a liability policy for potential claims on library property but need to continue before presentation to the Board

Correspondence and Communications

There was no correspondence.

Interim City Librarian Report

Interim City Librarian Baldino referred the Board to her report in the package, highlighting various facility issues that are underway, including the repair of the front steps (not completed as planned on June 14, 2017), Fire Marshall inspection and an update on the main entrance lobby flooring.

In order to facilitate the installation of the lobby flooring in the expeditious manner, a **MOTION** was made by Director Errichetti and seconded by Director Holden to close Burroughs to the public on July 1 and July 3, and was unanimously approved. Staff will be working both of those days and Interim City Librarian indicated that High Impact projects will be identified for those days that otherwise cannot be efficiently done with public hours.

Interim City Librarian provided an update on the current Newfield branch in light of the ongoing construction surrounding the current facility and the general conditions of the building occupied. Relocation to the Little Kingdom Daycare Center seems to be encumbered by foreclosure proceedings on all Church owned property. In light of the ongoing issues with the property the following motions were raised:

A **MOTION** was made by Director Errichetti to rescind the installation of shutters at the current location. The motion was seconded by Director Christy and unanimously approved.

The discussion then turned to what to do about the current location. The unoccupied portions of the building are not secure and are subject to vandalism. The Board has explored many alternatives to provide library service in the community, including but not limited to the Ralphola Taylor Center, Tisdale School, Dunbar School and properties that fall short of our space needs but that also would require significant costly rehabilitation.

The following **MOTION** was made by Director Errichetti and seconded by Director Holden:

Due to the safety and hazardous conditions at the current Newfield site that were a highlight of a recent facilities review by the Office of Emergency Management and Home Land Security, the Board is compelled to close the current location no later than August 1, 2017. The Board will continue to search for alternatives to maintain library services in the community until the new Newfield Branch can be completed.

Directors Holden, Christy and Errichetti voted in favor of the motion and Director Brown voted against.

Interim City Librarian indicated that the Customer Service staff training and workshops in Supervisory skills held as well as the presentations on security and safety on June 14th were productive.

Report of Facilities Committee

Antinozzi Associates provided a cost estimate (\$150,000) for the discussed roof line change to the Upper East Side location. Director Errichetti made a **MOTION** to increase the construction budget from \$2.65 million to \$2.8 million to incorporate the façade change. Director Holden seconded the motion and the motion carried by unanimous approval.

Director Errichetti has been in contact with the CFO of the company that installed the roof. It has been clarified that no amounts are owed to Greenwood; the amount of the PO turned out to be higher than the actual cost. Director Errichetti is having continuing conversations with the CFO to get a reduced price to repair the roof where the AC units were installed over the tech services area of the building.

Director Errichetti indicated that he had contacted the Real Estate broker regarding 3 vacant lots across from the Lower East Main St property. One property is listed at \$24,500; an adjacent owner has been contacted who preliminarily suggest a price of \$30,000 for his parcel and the other adjacent parcel (facing East Main St and Shelton) had been listed previously between \$79,000 and \$90,000. Director Errichetti has been authorized to pursue the acquisition of the \$24,500 listed property.

The Library has been approached by UI and was informed that electric cost savings could be realized by changing most lighting in our owned facilities to LED fixtures. The program would not require any cash outlay by the Library – the savings are used to pay down the cost of improvements. A **MOTION** was made by Director Errichetti and seconded by Director Holden to enter into an agreement with UI and authorized Director O'Donnell to review and revise the contract as needed in the interests of the Library. The motion passed unanimously.

Report of Finance Committee

Director Errichetti informed the Board of Directors that the new budget will not be uploaded to Munis until after July 1st and that the 2016-17 surplus will not be known until at least August 2017.

A discussion ensued regarding the current budget shortfall due to the loss of over \$1M in operational funding as the result of the devaluation of the Grand List in 2015, the refusal of the City Administration to fully fund the 1 Mill approved by the voters in the referendum and usurpation of Library Fund money to pay debt service that was not incurred by the Library or for library services. For the benefit of Council Liaison Richard Slater, President O'Donnell elaborated on the adverse impact these finance issues, as well as continuing City

Administration impediments to staffing as budgeted by the Library Board, continue to have on the efficient operation of the Library that has required a cut back in hours and services. Councilmember Salter offered to review the issues with City Finance Director Ken Flatto.

Report of Governance (Nominations) Committee

A **MOTION** was made by Director Errichetti and seconded by Director Holden to nominate Don Greenburg, Rosalina Christy and Phylcia Brown to the Library Board for the term July 1, 2017 to June 30, 2020. The motion was approved unanimously.

Director O'Donnell requested that nominees be prepared to submit new paperwork pending clarification if roll forward updates from the October 2016 information could be provided to Miscellaneous Matters Committee instead of new filings.

Marketing Committee

The Marketing Committee has met but no decisions have been made. No formal report was presented.

Report of Personnel Committee

No report.

New Business

Correspondence from Director Cunningham regarding the creation of "Baby Packages" to be issued at Bridgeport Hospital was discussed. The idea would be to provide a Library Card application, a new book to be read to the newborn by the parent and other related materials could be provided. A revision to the library card issuance policy may be required. Interim City Librarian would discuss in more detail with Director Cunningham and the two City hospitals.

Director O'Donnell reported on an encouraging meeting with a potential benefactor who was impressed by our Library Facility Master Plan posted on the Library web page and is considering ways to assist efforts to make the new branches even more appealing as neighborhood resources.

Director O'Donnell requested that the Board ratify the previous decision to begin regular Board meetings at an earlier hour to accommodate the lengthy agenda items that the Board is working through with financing, facilities and staffing issues. A discussion was held regarding other directors inability to attend this evening's meeting that began at 5:30 pm. A **MOTION** was made by Director Errichetti and seconded by Director Brown to schedule the July 21, 2017 regular meeting for 6:00 pm and to consult the other directors at the next meeting to determine whether to make a permanent change to begin regular monthly meetings at 6 pm was approved unanimously.

Executive Session

MOTION made by Director Holden and seconded by Director Errichetti to discuss litigation matters in Executive Session was approved unanimously. The Board went into Executive Session at 8:40 p.m. and came out of Executive Session at 8:56 pm.

Adjournment

A **MOTION** was made by Director Christy to adjourn the meeting. It was seconded by Director Errichetti and unanimously approved. The meeting was adjourned at 9:05 pm.

Respectfully submitted by,

Thomas Errichetti
Treasurer/Secretary