

**MINUTES**  
**of the Board of Directors of the**  
**Bridgeport Public Library and Reading Room**  
**held at the Burroughs-Saden Library**  
**925 Broad Street**  
**on Wednesday, April 19, 2017 at 7:00 p.m.**

**Present:** Directors O'Donnell, Baraka, Holden, Errichetti, Osborne-Gant, Christy, Brown, Cunningham,  
Acting City Librarian Baldino  
Acting Assistant City Librarian Soltis

**Absent:**  
City Council Liaison Salter

**Call to Order**

President O'Donnell called the meeting to order at 7:07 pm. A **MOTION** was made by Director Errichetti to suspend the agenda in order for the Board of Directors to hear a presentation from Jacob Robison of the OPED. The Motion was seconded by Director Holden and unanimously approved. Mr. Robison presented an overview of a Bikeshare Program under consideration for implementation within the City. He encouraged Library to become a partner and to participate in early planning sessions.

**Adoption of the Agenda**

Director Holden made a **MOTION** for the Adoption of the Agenda, which was seconded by Director Errichetti and unanimously approved.

**Approval of the Minutes**

Director Baraka made **MOTION** for the approval of the minutes of the March meeting, which was seconded by Director Errichetti and unanimously approved.

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

Director Errichetti presented monthly vouchers in the amount of \$36,924.28 for approval. Directors requested further elaboration on payment for extermination services at Black Rock Branch. A **MOTION** for payment was made by Director Errichetti, seconded by Director Baraka and unanimously approved. In line with efforts to support local businesses, the Board of Directors approved a voucher for work on the entrance of Burroughs-Saden from a Bridgeport Company. A **MOTION** for approval of this payment was made by Director Errichetti, seconded by Director Osborne-Gant and unanimously approved.

Director Errichetti gave the Directors several other reports that updated the Board of Directors on the status of the current budget. These reports showed a favorable variance

in the yearly salary account, a total of \$97,000 in non-levy funds and a breakdown of expenses by branch.

Director Errichetti asked the Board of Directors to consider future insurance options for the Klein Porcelain Collection since there were no longer sufficient funds in the endowment account to cover the insurance premium.

Director Errichetti asked for verification of compliance with provisions of the Saden Trust. Director Baraka offered the following **MOTION** for approval: "The Board of Directors of the Bridgeport Public Library have reviewed the requirement of Section 26 of the Saden Trust regarding the timely action of the City Council requiring the approval of Library Director appointments and determined the City of Bridgeport acted within the two month period as required by the Saden Trust". The Motion was seconded by Director Holden and unanimously approved.

### **Unfinished Business**

The Directors discussed the need to complete the Strategic Plan, which had been begun over a year ago. Director Errichetti made **MOTION** to authorize payment of the residual fees due the consultants, Library Development Solutions, with the clear stipulation that they would be responsible for the printing and dissemination of final product upon its completion. The Motion was seconded by Director Osborne-Gant and unanimously passed. Acting City Librarian Baldino indicated that staff would be able to provide their feedback on the document in time for the Personnel Committee meeting on May 10<sup>th</sup>.

President O'Donnell and Director Errichetti reported on their meeting with City Council Budget Committee co-Chair Burns regarding the financial and procedural impediments to Library Operations. Mr. Burns commented that he did not know that the Library was being charged for debt service when no debt had been incurred and that he believed that the Library should be able to access the surplus library funds without prior City approval. They also informed him of staffing shortages due to the tedious procedure of seven signatures need for each appointment.

President O'Donnell informed the Directors that he had not yet been able to arrange for a meeting with City Attorney Meyer to discuss these impediments to the execution of Library's civic responsibilities and duties. He said he would continue to try to arrange a meeting with Attorney Meyer. Director Errichetti recommended that the Board of Directors continue to push back against the assessment of debt Service and request documentation of when the specific debt was incurred. He reminded the Directors that the Library Board's presentation to City Council Committee on Budget and Appropriations would take place the next evening at 6p.m. in the Wheeler Room.

**Correspondence and Communication-** Presentation by Mr. Robison (see above)

The Board of Directors expressed their gratitude and appreciation to Mr. Gus Moran and Harry Green for the donation of their time and artistic talents to repair damage to the Barnum portrait at the Burrough-Saden Library.

### **Acting City Librarian Report**

Acting City Librarian Baldino updated the Directors on the progress of repairs and upgrades to all Library facilities. She said that Maintenance Supervisor Baldwin was getting quotes on refinishing the lobby and front entrance of the Burroughs-Saden Library. Director Osborne-Gant reiterated her belief that wherever possible precedence should be given to Bridgeport-based businesses. Director Errichetti made a **MOTION** to accept the bid from G.Pic Construction to make repairs to the front entrance of Burroughs-Saden to be paid from levy funds. The Motion was seconded by Director Osborn-Gant and unanimously approved. Acting City Librarian Baldino reported that the air-conditioning units on the roof caused the leak on the third floor. The contractor who installed the units, chosen by Construction Management, was no longer in business. Their action voided the 20-year roofing guarantee provided by the roofing contractor. Director Errichetti offered a **MOTION**, seconded by Director Holden, that a formal notice of failure of Construction Management Department to properly manage our roofing repairs and that the damage done by improper installation of the air-conditioning units be remedied by construction management services and paid by them. Director Errichetti's Motion was unanimously passed.

Acting City Librarian Baldino offered a list of upgrades to the administrative offices at Burroughs-Saden and their cost. Director Errichetti asked the Acting City Librarian for a total expense for improvements of the administrative area. There was extensive discussion among the Board members as to priorities for facility upgrades. Director Baraka offered a **MOTION** to focus limited resources on the public areas to make the libraries safe and attractive places for all Bridgeport residents. The Motion was seconded by Director Errichetti and unanimously approved.

Ms. Baldino informed the Board of Directors that she and maintenance supervisor met with Mr. Gomes regarding lighting and safety issues at all library locations.

She informed the board that the cause of the leak at the lower East Main Street property has been identified and corrected. However, the site has become a place for illegal dumping and graffiti. She also stated that Maintenance Supervisor Baldwin had received one quote for window grills at the Newfield Branch. Director Errichetti made a **MOTION** to authorize the use of up to \$7500 in non-levy funds for the installation of cameras and safety gates at the Lower East Main Street and Newfield Properties. The motion was seconded by Director Baraka and passed by a vote of six to one.

Acting City Librarian Baldino informed the Board of Directors that bed bugs had been found at Black Rock branch and that steps were immediately taken to eliminate them and inspect other locations.

She informed the Board of Directors that she had a meeting with Bob Reale regarding the utilization of container buildings. She distributed an information packet on this alternative and also met with Scott Appleby regarding emergency training for all library personnel.

She indicated that the staff had been preparing a short video highlighting all that libraries do for the community. Although originally intended for the "Meet and Greet" on April 20<sup>th</sup>, it will now be used for the library budget presentation on that date.

She has held staffing meetings regarding the "1000 Books before Kindergarten" program on April 29<sup>th</sup>, the Summer Reading Kick-off, and Programming in the Burroughs-Saden Community Garden. A staff social is planned for after hours on May 6<sup>th</sup>.

Acting City Librarian Baldino brought forward a calendar of library closings for approval. There were several questions from Directors regarding Union contracts, overtime pay and their desire to keep the Libraries open to the public as often economically feasible. Director Errichetti made a **MOTION** to approve the closing of the libraries on the Saturday of Memorial Day weekend. The Motion was seconded by Director Holden and approved by the Directors by a vote of six to one. The remainder of the calendar would be reviewed and assessed in line with usage data and approved at a later date.

### **Report of Facilities Committee**

President O'Donnell reported that meetings with the architects and the community continue on designs for the Upper East Main Street Technology Branch and the Newfield Branch. There was a request by them for a board motion to move from design to construction documents for the Upper East Main facility. There was concern among the Directors that several requested changes had not been incorporated into the current plans and that approval would lead to additional costs later on. It was the consensus of the Board of Directors that members of the facilities committee would clarify these concerns and the next review of plans would take place at 5:30pm on Wednesday, May 17 prior to the Monthly meeting.

### **Report of Finance Committee**

The issue of the expense of monthly bus passes for staff was raised. There was a question of whether it was a salary bonus that was not available to all staff. Director Errichetti volunteered to research the IRS laws regarding such benefits. The issue was tabled until more information could be obtained. Director Errichetti was asked to make inquiries regarding the practicality and need for D and O insurance for the Library.

### **Report of Governance (Nominations) Committee**

Concerns regarding liability were raised with regard the program of home delivery of books currently being implemented. Director Errichetti made a **MOTION** to immediately terminate the program and take it off the website pending the development of a specific policy review by the Governance Committee. The motion was seconded by Director Baraka and unanimously approved. The matter was referred to the Governance Committee for further consideration.

### **Report of Personnel Committee**

At 9:30 pm. Director Christy made a **MOTION** for Directors to enter into Executive session to discuss personnel matters and pending litigation. The motion was second by Director Brown and unanimously approved.

At 10:30 pm the Board of Directors emerged from Executive Session. Director O'Donnell reported on the interviews conducted by the Personnel Committee. He stated that, while there were three highly qualified candidates, it was the recommendation of the Personnel Committee that John Soltis be appointed to the position of Acting Assistant City Librarian. A **MOTION was** made by Director Errichetti to do so was offered, seconded and unanimously approved.

### **Adjournment**

At 10:44 Director Errichetti made a **MOTION** to defer the rest of the agenda and to adjourn the meeting. The motion was seconded by Director Cunningham and unanimously approved.

The meeting was adjourned at 10:45 pm.

Respectfully submitted by,

Anne Cunningham  
Ass't. Secretary