

MINUTES

Of Bridgeport Public Library and Reading Room
held June 15, 2016 at 7pm
In the Boardroom of the Burroughs-Saden Library
925 Broad Street, Bridgeport CT

Call to Order

President O'Donnell called the meeting to order at 7:10 pm. All approved directors (O'Donnell, Baraka, Errichetti, Holden and Cunningham) and those pending approval (Osborne-Gant, Greenberg, Christy and Brown) were present along with City Librarian, Hughes.

Approval of Agenda and Minutes

Director Errichetti made a **MOTION** to accept the agenda and approve the Minutes of the May meeting. The Motion was seconded by Director Holden and accepted by the approved directors.

Director Errichetti asked for a suspension of order while materials for the vouchers were prepared. This was agreed to and Director Errichetti reviewed the architect's sketches for the renovation of the Fitzwillys property. He explained that the study rooms with movable walls along the back wall were restored at City Librarian Hughes suggestion. The teen/children's area will be located in the front in a 40/60 percent ratio. He emphasized the facility was planned to serve as a tech center with access to computers, and a limited collection, not a full service branch.

Approval of Treasurer's Report and Payment of Vouchers

City Librarian presented monthly vouchers in the amount of \$ 33,980.76. (\$7,233.28 of which had not yet been enter in Munis) Directors inquired about Tim's Enterprises that was hired to paint the Burroughs-Saden Lobby and several programming expenses. City Librarian Hughes also asked for A line item transfer in the amount of \$33,809.00 from Publications to several other accounts in the amount of \$7,400 to contracted salaries, \$6200 to Subscriptions, \$209 to equipment rentals or Leases, \$ 4600 to marketing services and \$15,400 to other services (programming). Director Baraka made a MOTION for approval of both the vouchers and the line item transfers it was seconded by Director Errichetti and approved by the confirmed Directors.

Director Errichetti commented, "It looks like we will end the year with a surplus of \$242,000. However, there was a \$200,000 variance in the salary." He asked City Librarian Hughes what he attributes this discrepancy to. Was it the retroactive pay raises?" He said, "When the dust settles on this year. We would like you to prepare a detailed account of the

salary variance and an account of what was the cost of the raises on our 2016-2017 budget.” Director Holden made a **MOTION** for a written summary which Director Errichetti seconded the motion and the confirmed directors approved. Director Baraka underscored the need for such information going forward. The Directors requested that City Librarian Hughes present said report to the finance committee within 2 months time for further discussion by the full Board of Directors.

Unfinished Business

City Librarian reported that he will contact Frank Borres Citywide NRZ President to get on the agenda for citywide NRZ meeting Thursday, June 23, 2016 and he will confirm. Director Christy asked about the neighborhood NRZ meetings. The directors expressed the desire to attend the neighborhood meetings to explain the details and timeline of the new facilities and receive community input particularly the East End and the East Side. City Librarian Hughes said that he “finally got a roster of the NRZ’s “ and that they meet on the third Tuesday of every month. Mr. Hughes said he would contact Mr. Williams and arrange a meeting at the Raphola Taylor Center.

City Librarian Hughes said he had “no word on the grant” (Innovation Lab with UB) but that he should have more information for the July Building meeting.

City Librarian Hughes indicated that it was easier to survey the staff individually that to set up a time. He said, however, that he was holding an ALL STAFF meeting on Friday June 17th during which the strategic planning team would gather staff input. He said the team would also be reaching out to the members of the Board of Directors individually in order to gather their input. President O’Donnell indicated that he felt that the Board should meet as a whole to provide input. He also asked the City Librarian if a purchase order needed to be cut for payment for services. Director Errichetti indicated that one-third of the consulting fee had been paid and two-thirds were due on completion.

Correspondence and Communications- None

City Librarian’s Report

City Librarian Hughes said he would be conducting a programming roundtable. In light of the budget decrease, Director Errichetti asked if there was an itemized list of cost per program. City Librarian Hughes said he would send it in an email.

City Librarian Hughes said that the Maintenance Supervisor had been unable to follow up with Joe Tiago regarding the roof leak at Burroughs-Saden from the air-conditioning unit.

Report of Building Committee

Directors O'Donnell, Errichetti, Osborne-Gant, Cunningham along with Maintenance Supervisor Baldwin and City Librarian Hughes met on Saturday morning June 18 to walk through the Fitzwillys property in order to better visualize the plans for renovation.

Maintenance Supervisor informed the Board of Directors that they have found several alternatives for the removal of the glue in the first floor. He said the maintenance staff would be testing the most effective. City Librarian Hughes reported that the renovated restrooms in Burroughs-Saden were completed and open. There was no mention of the relocation of the circulation desk.

Report of Finance Committee

Director Errichetti reported that he had not yet heard back from the insurance company with the quote he had requested.

Director Hughes presented two scenarios for staffing the library with same hours and staffing reduced by 6 retirements. Directors expressed concern about who would assume duties of the six retirees. There was also concern regarding the \$15,000 retirement incentive promised by the City, without prior consultation with the Library Board. Directors questioned City Librarian Hughes to understand whether the positions were going to be filled or left unfilled. Director O'Donnell emphatically stated that he could "not see how we can have a world-class public library system if we fail to replace our professional librarians." Director Errichetti said, "We need time to absorb what we have been told." He made a **MOTION** to hold a combined Finance and Personnel Committee meeting on this matter to be held on Wednesday June 28, 2016 at 5:30 p.m. at Burroughs-Saden Library. City Librarian Hughes will provide the Board of Directors with more detailed staffing charts by Friday June 24th for their consideration. The motion was seconded by Director Cunningham and approved by all confirmed directors. Additionally, a **MOTION** was offered specifically prohibiting the retirement incentive funds from being charged to Library accounts and that Director Errichetti, acting in his capacity as Treasurer, notify the City of its position. The Motion was seconded by Director Holden and unanimously approved by the confirmed directors.

Report of Governance Committee- None

Report of Personnel Committee.

Director Cunningham offered the **MOTION** that no appointments for vacant positions be made pending a reaffirmation of Board policy aligned with State Statute and the reconsideration of staffing decisions in light of information provided by City Librarian.

Hughes. The Motion was seconded by Director Holden and unanimously approved by the confirmed directors.

As a result of inaction of the City Council, the Board of Directors took action to vacate the chairmanship of the Personnel Committee and meet as a Committee of the Whole with President O'Donnell serving as Chairman.

New Business

As provided by the By-laws, the Board of Directors must reappoint Directors, whose terms expire on July 1. When asked by President O'Donnell, Directors O'Donnell, Holden and Osborne-Gant each expressed their willingness to continue to serve on the Library Board of Directors for the next three years. Director Cunningham offered a **MOTION** for the reappointment of Directors O'Donnell, Holden and Osborne-Gant. The Motion was seconded by Director Errichetti and unanimously approved by all confirmed directors. Director Errichetti in his capacity of Secretary/Treasurer was directed by the board to notify the City Clerk of the renewal of Directors.

Director Holden introduced a **MOTION** ratifying the re-election of all current officers and the appointment of Director Cunningham, as Asst. Secretary to the Board of Directors. The Motion was seconded and unanimously approved by all confirmed Directors.

President O'Donnell reminded City Librarian Hughes of the need to begin the preparation of the Annual Report of the Bridgeport Public Library and directed City Librarian Hughes to prepare a draft for the July meeting of the Board of Directors.

He also directed City Librarian Hughes to remind Mr. Flatto that any monies saved as the result of staff furloughs reverts to Library funds and that the Board of Directors has not authorized any funds (\$286,000) for debt service as projected in the 2016-2017 budget.

The Board of Directors also expressed their intention of continuing summer programming as is scheduled for the time being, The consensus of the Board of Directors to maintain the current level of programming to benefit all and to allow the City Librarian discretion for programming until he develops a metric for program evaluation.

A Motion was made to adjourn at 9:08 pm and then immediately reconvened at 9:10 pm to consider a **MOTION** presented by Director Errichetti and seconded by Director Holden authorizing Director O'Donnell to create on behalf of the Board of Directors a formal proclamation honoring recently deceased Director Emeritus, Helen Liskov, for her selfless contributions to the Board of Directors and to the Bridgeport Public Library.

Director Osborne-Gant volunteered to develop a procedure for archiving the papers of Board and staff documents.

Adjournment

Director Cunningham offered a **MOTION for** adjournment, which was seconded by Director Baraka, and unanimously passed by confirmed directors. The meeting was adjourned at 9:13 p.m.

Respectfully submitted by,

Anne Cunningham
Ass't Secretary