

MINUTES

of the November 16, 2016 meeting
of the Board of Directors of the Bridgeport Public Library
held at 7 p.m. in the boardroom of the Burroughs-Saden Library

Present: Directors O'Donnell, Baraka, Errichetti, Holden and Cunningham (confirmed Directors) Directors Greenberg, Osborne-Gant, Christy, Brown (pending confirmation)
Acting City Librarian: John Soltis

Absent: City Council Liaison Salter

Call to Order/ Adoption of Agenda:

President O'Donnell called the meeting to order at 7:08 pm. A **MOTION** was made by Director Errichetti and seconded by Director Holden to suspend the rules so that the Board of Directors could hear from Mr. Kendall Wiggin, the Connecticut State Librarian and Mr. Robert Kinney of the Connecticut State Library. The Motion was unanimously approved.

Presentation by Mr. Wiggins, Connecticut State Librarian

President O'Donnell welcomed Mr. Wiggin and Mr. Kinney and thanked them for coming to the Bridgeport Public Libraries Monthly meeting. He explained that the Bridgeport Public Library was in need of a City Librarian and he hoped that in view of their extensive professional experience Mr. Wiggin and Mr. Kenny might be able to give the Board of Directors some insight into the best way to approach the hiring process. Director Holden, as chairman of the Search Committee, presented a brief overview of the Bridgeport Public Library, its current status and its developmental plans. He hoped that that Mr. Wiggin would share his expertise with the Board and guide the toward resources that might assist in the task. Mr. Wiggin agreed to provide whatever information and guidance he could. Director Errichetti asked if there was a list of skills needed by a 21st century Library Director.

Mr. Wiggin outlined the general search process and enumerated the steps that the Board of Directors needed to take in order to insure that the best candidate is selected. He explained that the first step was for the Board of Directors to determine what they are looking forward in a new director. He cautioned that no one person can do it all, that the Director must be able to put together a team and staff that can implement its goals. He urged the Board of Directors to look for some one with similar experience who had a record of accomplishment and energy.

He urged the Board of Directors to write a really good job description and to sell Connecticut and the Bridgeport Community. He told the Board of Directors that they must agree on a vision of what a successful library looks like and decide on a candidate that will

help you move your vision forward. He suggested outreach to key community leaders or groups as identified in the Strategic Plan and an update via website to apprise the community of on-going progress. He said there were many ways to get the word out, social media, conferences, Urban Libraries Council, but we must know what we want and that the process will take about 25 to 30 weeks.

Mr. Wiggins agreed to provide whatever resources and support he can to assist the Library in its search for a Library Director.

Approval of the Minutes:

A **MOTION** for approval of the October 19th Monthly Meeting minutes and the October 12th Personnel Meeting (meeting as a Committee of the Whole), pending correction was made by Director Holden, seconded by Director Errichetti and unanimously passed by all confirmed directors.

Approval of the Treasurer's Report / Payment of Invoices.

Director Errichetti presented the financial vouchers for payment in the amount of \$29,791.38. He said there was nothing exceptional for this month. He informed the Board that the Library had been assessed \$90,000 for longevity payments to retirees that were negotiated by the City. Director Errichetti said that LOCIP (Local Chapter Improvement Funds Program) funds were used to purchase the Upper East Main Street property. Library Surplus Funds (not debt service funds) appear to have been used to purchase the Lower East Main Street and East End Properties so that they will not be paid for with Debt Service. He asked Acting City Librarian Soltis to inquire whether the voucher in the amount of \$45,955.00 to Antinozzi Associates had been added to the purchase order as requested at last month's meeting. He indicated that there would be an increase in payroll due to the salary increases, but that the new numbers had yet been loaded up to Munis as requested.

Unfinished Business

Acting City Librarian Soltis told the Board of Directors that 2 of the appointment papers were lacking a cover letter that he promptly supplied. He was told Mr. Nkwo had signed off on them indicating that the funds were available. The Mayor was expected back from Israel on Monday and Mr. Soltis expected that they would be approved then.

There was no progress on an audit of Library and Non-Levy Funds, nor the Strategic Plan revisions expected from neither Library Development Solutions, nor the plaque for the Liskov Library for Children.

Correspondence and Communication

Director Cunningham shared teacher comments with the Board of Directors. Bridgeport teachers found value and utility in the presentation provided for them by the Bridgeport History Center Staff on Election Day and expressed an interest in more workshops

Acting City Librarian's Report

Acting City Librarian Soltis told the Board of Directors that Librarian Aiken was currently evaluating the usage of the Library's electronic databases to better assess if they are an efficient use of Library funds. He is also work on a way to evaluate the efficient use of staffing at Burroughs-Saden in order to more efficiently schedule personnel.

Acting City Librarian Soltis indicated that he had done some research on *Bookplace* and was informed that " we didn't pay on time". He said that staff was revising the Collections development policy and that the \$100,000 balance with Baker and Taylor would not be accessed until "we decided what kind of library we wanted to be".

Report of the Facilities Committee.

Director Holden commented that the cleanliness of the Burroughs-Saden facility was improving. Director Errichetti commented that the automatic door at the North End Branch needed a motor.

Acting City Librarian Soltis and Librarian Sweeney informed the Board of Directors that the Newfield Branch building was going to be demolished before the snow. This meant that the branch would either be closed or relocated. Librarian Sweeney suggested that we investigate temporary relocation to the Raphola Taylor center to provide computer access and or programing space. She also suggested that the bookmobile might be used for 3-stop service in the immediate area in order to provide access to books. Librarian Sweeney also stressed the need for movers and storage if the demolition is imminent. She was directed to contact the movers and storage facilities used during the Black Rock renovation and to check on their availability.

The Board of Directors overwhelmingly determined to keep library services available to the East End Community. Director O'Donnell said he would try to get a more precise response from OPED as to the timeline for the demolition of the Newfield property. Director Osborne=Gant volunteered to visit potential relocation sights in the area.

Report of the Finance Committee

Director Errichetti commented, "We need to project our capital needs for the coming year in anticipation of the new libraries coming on line. We also need to anticipate staffing changes/increases that the library will incur in the coming year He reminded the Board of Directors that we are still down 6 people from the retirements and we need to consider what type of hiring we need to do.

Report of Governance (Nominations)

President O'Donnell reported to the Board of Directors that the individual letters for the reappointment of Directors O'Donnell and Holden and the appointment of Directors, Osborne-Gant, Greenberg, Brown and Christy had been submitted to the City Clerk's Office. They have been referred to the Common Council for action of November 21st.

Report of Personnel

Acting City Librarian Soltis distributed a Revised Table of Organization with promotions included as of 11/16. He commented that he and Librarian Aiken would be reviewing staffing levels at the Old Mill Green Branch.

Report of the Friends

The Friends of the Library are sponsoring a third grade reading program at Jetties Tisdale School. Each student will read, review and exchange thirty books each. The Friends have provided the books.

New Business

Acting City Librarian Soltis said that the staff would be looking into improving programming in the Burroughs-Saden teen center. He said that this initiative was prompted by a incident that occurred where police were called by staff in reaction to a fight or perceived fight outside the doors. Director Baraka was adamant that calling the police was not an action that encourage teens to patronize the library and that it "never should happen". Acting City Librarian Soltis distributed copies of the Board Policy regarding patron conduct and guidelines for dealing with problem patrons. He said that he had reviewed the policy with staff and would follow up with further reinforcement.

Executive Session

At 9:30 pm Director Holden made a **MOTION** for both confirmed and pending Directors to enter into Executive Session to discuss pending litigation

Adjournment

At 9:47 pm the Board of Director came out of Executive Session. Director Holden made a MOTION for adjournment that was seconded by Director Baraka and unanimously approved by all confirmed directors. President O'Donnell adjourned the meeting at 9:48 pm.

Respectfully submitted by,

Anne Cunningham
Ass't Secretary.

