

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, December 21, 2016 at 7:00 p.m.

Present: Directors O'Donnell, Holden, Errichetti, Osborne-Gant, Christy, Brown and Cunningham
Acting City Librarian Soltis
City Council Liaison Salter

Absent: Directors Baraka, Greenberg

Welcome of New Directors: Call to Order and Adoption of the Agenda:

President O'Donnell called the meeting to order at 7:20 pm. He welcomed the newly approved directors, Brown, Christy, and Osborne-Gant and Director Holden who, along with Director O'Donnell himself, was re-confirmed for another term. President O'Donnell administered the oath of Office to the new and reconfirmed Directors and Judge Holden administered the Oath of Office to him in turn. Director Errichetti made a **MOTION** to adopt the agenda. His Motion was seconded by Director Holden and unanimously approved.

Approval of the Minutes

Director Holden made a **MOTION** for the approval of the minutes of the November 16th monthly meeting. The Motion was seconded by Director Errichetti and unanimously passed. Director Holden also made a **MOTION** for the approval of the Minutes of the November 1st Special Meeting of the Board of Directors. This Motion was also seconded by Director Errichetti and unanimously approved.

Approval of Treasurer's Report /Payment of Invoices

Director Errichetti presented the Board of Directors with vouchers for payment in the amount of \$148,443.25. He informed the Board of Directors that most of the invoices were for programming costs. He asked acting City Librarian Soltis if there were attendance data for library programs and informed him that the figures had been requested for several months, but had not been provided. He expressed his position that program attendance should be reviewed in order to make economically wise decisions in the face of reduce library funding. He said he failed to see how some of the programming tied to the library's mission. He made a **MOTION** for the approval of programming invoices for the upcoming month of January. The Motion was seconded by Director Holden and unanimously

approved by all the Directors. Acting City Librarian Soltis indicated that he would provide the requested data for the Directors review. The Directors questioned the invoice in the amount of \$999.27 to W.B. Mason for coffee and tea and additional office supplies and were told that it was for programming at all branches and that the major portion of it was for paper.

Treasurer Errichetti distributed a print out from Munis estimating the current salary account. He told the Board of Directors that the budget passed by the Board of Directors last spring still had not been upload to Munis; but he pulled various line items to estimate the current salary account. He informed the Bard of Directors that he estimated that there was a favorable \$174,614 balance in the salary account for the fiscal year.

Unfinished Business

- ❖ Acting City Librarian Soltis reported that the staff appointments made during November had been communicated to Mayor Ganim and he had been told that they would be filled sometime in January. He was told to contact Ms. Staley after the first week in January for an answer as to when they would be come effective. Director Errichetti asked if there was some question about retroactivity. City Librarian Soltis said that was a possible concern. Mr. Soltis said had that been in contact with Ms. Baldino and advised her of the timeline line.
- ❖ There was no action taken regarding the review of Library and non-levy funds. Director Errichetti said he was awaiting feedback on the most appropriate type of audit.
- ❖ Director Holden made a **MOTION** to refer the revision of the strategic plan to the Governance Committee for discussion at its January Meeting. The Motion was seconded by Director Errichetti and unanimously passed.
- ❖ Acting City Librarian Soltis reported that there had been no improper conduct/behavior in the Teen Center at Burroughs-Saden over the past five weeks. He indicated that they were discussing the implementation of a five-week program for Teens. Director Errichetti suggested that security be more visible in the lobby/ first floor during times of heavy usage. Acting City Librarian indicated that there maybe be the need to reduce hours in the teen center due to staffing constraints. Director Cunningham asked if there was a Librarian in charge of the Teen Center. Acting City Librarian Soltis responded that there was a Librarian in charge of Children and Youth Services who was located in the Children's section. He said it was one of the many staffing assignments that would be looked when a new Table of Organization is developed.

Correspondence and Communication

Correspondence was received from Kyle La Boeuf and Carey Picard of the CT Young

Professionals regarding partnering with the Library to provide programming services. Acting City Librarian Soltis will follow up.

Acting City Librarian Report

Acting City Librarian Soltis reported that Librarians Fontaine and Bordeaux had been reaching out to improve overall customer service through staff development. He said all databases had been evaluated and reviewed. He said that the staff felt that most of them should be retained, but that staff training and patron marketing would be implemented to see if there was an increase in their usage. Director Errichetti asked “How much does it cost to get books on the shelf? Can it be decentralized or would it require new staff?” He suggested that it be something we look at for more efficient use of funds. Acting City Librarian Soltis said that he would institute weekly walk-throughs of Burroughs with the Maintenance Supervisor to prioritize facility concerns and monitor their correction. At Director Cunningham’s request, Soltis distributed flyers from Burroughs, Black Rock, Old Mill and North End Libraries that outlined Children’s programming at libraries during the Holiday vacation.

Report of Facilities Committee

Director Errichetti said that he had emailed Mr. Coleman for the utilities for the Newfield branch. Mr. Coleman had assured the Library Board of Directors that there were no plans to demolish the current branch and force the relocation of the Newfield Library. He stated that developers of the Civic Block would be required to accommodate the Library’s timeline for its relocation into its new facility. He expects a “seamless transition”. President O’Donnell mentioned that he was contacted by Liz Torres of the Bridgeport Neighborhood Trust regarding the possible development of the Civic block and the Library’s role in it.

Report of Finance Committee

Director Errichetti suggested that the Library Board explore a reinvestment in the Non-Levy endowment funds in order to increase the amount of interest accrued. Director Erichetti called for a **MOTION** directing Director Errichetti to explore alternative investment options. The Motion was seconded by Director Holden and unanimously approved by all Directors present.

Report of Governance (Nominations) Committee:

President O’Donnell reported that in order to comply the City Attorney’s ruling that the Library Board must have minority representation the Board’s choice for a long time vacancy, Donald Greenberg, was required to wait 90 days before he name could be referred to the Common Council for approval.

Report of Personnel Committee

There was a generalized discussion of the need for community outreach and fundraising efforts to increase marketing.

City Librarian Search Committee

It was determined that a 5:30 pm meeting of the Personnel Committee on January 11 be used for a preliminary meeting regarding the establishment of the Search Committee for the City Librarian. President O'Donnell suggested that the directors revisit the New Strategic Plan in view of finalizing a revised job description for the City Librarian.

Director Cunningham made a **MOTION** awarding a stipend of \$500.00 each to Librarian's Williams and Bordeaux to defer some of their expenses at ALA Winter Conference. A discussion followed. Director Errichetti suggested that the Friends of the Library Might provide funding and Acting City Librarian Soltis suggested that the staff had agreed to fund the trip on their own. Judge Holden explained that they are the representatives of the Bridgeport Public Library on National Committees and that the BPL can benefit from their expertise. They will give presentations to Board describing their experience at the February Monthly meeting and explain their plans for sharing their learning with the staff. Director Holden seconded the MOTION which was unanimously approved. President O'Donnell asked Acting City Librarian Soltis to communicate the action to the librarians. Director Cunningham also made a **MOTION** to send one of the Library Board of Directors to the Trustees Program at the ALA National Conference in order to get a better understanding of the National Trends in Library Development and establish National Contacts. Director Errichetti suggested that the expenses be paid out of non-levy funds. Director Holden seconded the motion which was unanimously approved.

Report of the Friends of the Library –None

New Business

In accordance with State Statute, President O'Donnell presented a calendar of schedule Library Board meetings for 2017 for approval. Director Holden offered a MOTION to approve the calendar. It was seconded by Director Errichetti and unanimously approved.

President O'Donnell thanked all the Directors for their service and distributed gift cards for the purchase of a copy of the Right Mistake by Walter Moseley with the intention that it be read for Board discussion a date to be determined during the coming year.

Acting City Librarian Soltis thanked the directors for the opportunity to serve the Library as its Acting City Librarian and his staff, especially Ms. Santos and Ms. Eaddy.

Adjournment

Director Cunningham made a MOTION to adjourn that was seconded by Director Holden and unanimously passed. The meeting was adjourned at 9:25 pm.

Respectfully submitted by,

Anne Cunningham, Ass't Secretary