

MINUTES
of the Meeting of the Board of Directors of the
Bridgeport Public Library and Reading Room
held at the Burroughs-Saden Library
925 Broad Street
on Wednesday, February 15 at 7:00 p.m.

Present: Directors O'Donnell, Holden, Baraka, Errichetti, Osborne-Gant, Christy, Cunningham, and Greenberg
Acting City Librarian Soltis
Interim City Librarian Baldino (awaiting Civil Service Approval))
City Council Liaison Salter

Absent: Director Brown

Call to Order

President O'Donnell called the meeting to order at 7:10 pm.

Adoption of the Agenda

Director Holden made a **MOTION to** adopt the Agenda, which was seconded by Director Christy and unanimously approved.

Approval of the Minutes

Director Errichetti made **MOTION** for the approval of the minutes of last month's meeting which was seconded by Director Holden and unanimously approved.

Approval of Treasurer's Report

Acting City Librarian Soltis requested that a voucher be added for payment from the Jennie B. Smith fund for digitalization of historical documents. Director Baraka offered a **MOTION** to table the discussion until more information could be obtained. The Motion was seconded by Director Errichetti and unanimously approved.

Director Errichetti indicated that the 2016-2017 budget as approved by the Board of Directors in the spring of 2016 had finally been uploaded. He informed the Board of Directors that the actual salary expenditure was \$284,000--less than budgeted on a year to date basis. The salary amount does not include the \$90,000 early retirement incentive offered by the Mayor. He informed the Board of Directors that there was a balance of \$88,000 in the non-levy account. He presented the Board of Directors with a proposal to reinvest the current endowment monies in a ladder of U.S. Treasury securities. A **MOTION** to do so was presented by Director Holden, seconded by Director Osborne-Gant and unanimously approved.

Payment of Invoices

Director Errichetti informed the Board of Directors that there was no Munis Report. There was no staff available to prepare them.

Director Errichetti made a **MOTION** to reopen the discussion of the expenditure from the Jennie B. Smith fund since Librarian Van Tuyl was present to provide more information. The Motion was seconded by Director Cunningham and unanimously approved. Librarian Van Tuyl explained that the voucher in the amount of \$7,000 was needed as part of a matching grant to complete the preservation of historic documents in a 4-year project with the Barnum Museum that was sponsored by the Connecticut Humanities Council.

Director Cunningham made a **MOTION** to approve the payment in the amount of \$7,000.

Director Errichetti seconded the MOTION and the expenditure of Jennie B. Smith funds was unanimously approved. Additional monthly vouchers in the amount of \$6148.42 were presented for payment. A **MOTION** for their approval was made by Director Errichetti, seconded by Director Cunningham and unanimously approved.

Unfinished Business

Acting City Librarian Soltis told the Board of Directors that he received a message from Eric Amado informing him that the promotions approved by the Board of Directors in the fall had been approved and that staff could expect salary increases in their March salary checks. He was also told to expect the approval of the Interim City Librarian and page positions within a week.

Correspondence and Communication

Director Errichetti offered a **MOTION** a that the order of the agenda be suspended so that the Board of Directors could hear from Librarians Williams and Bordeaux regarding their trip to the American Library Association winter meeting. The **MOTION** was seconded by Director Holden and unanimously approved. Librarian Williams described distinction between output and outcome-based evaluations in alignment with the idea that “libraries changed lives. She described the exhibits she visited and various publisher previews. Librarian Bordeaux described her work as a committee member for diversity, equity and inclusion. She spoke about the need for accessibility and safety in the modern urban library and underscored the need for staff training in emergency preparedness.

Acting City Librarian Report

Acting City Librarian Soltis reported that he had held a staff meeting to discuss the summer reading program.

Report of Facilities Committee

Repair of the front entrance to Burroughs-Saden library was discussed. It was agreed that pooling of water on the front steps created an imminent hazard for patrons. Director Errichetti suggested the board obtain an estimate from a Milford contractor who had performed repairs on the Barnum statue at Seaside. Director Osborne-Gant strongly urged that a Bridgeport firm be used for the concrete work. Repairs to the terrazzo floor in the lobby were also a subject of concern. Staff reported that there had been two recent falls on the stairs during inclement weather. Director Baraka expressed concern about this safety issue and suggested a temporary change of entrance until a plan could be developed to arrive at a permanent solution possibly using ADA funds. Directors Holden and Errichetti agreed that the library staff was most qualified to decide what practically could be done to address the situation as soon as possible. Director Holden offered the **MOTION** to

authorize the staff to find the most expedient way to remedy the hazardous areas of the Burroughs-Saden Library and to complete tiling repairs and that funds will be provided to make the repairs. The Motion was seconded by Director Errichetti and unanimously approved.

President O'Donnell updated the Board of Director's on the revised timeline for the upper Eastside and East End Development projects. President O'Donnell reminded the Director's that the new administration was not aware of the Common Council authorization of Bonding for the new Libraries in June of 2016. Therefore, funding was not included in this year's bonding package and must await approval this coming year. Nevertheless, he reminded the Board of Directors planning proceeds. He said the newest projections for the development of the Charles Smith/Newfield property included the ongoing development of library design, review by the Zoning Board in July and construction in the spring and summer of 2018. President O'Donnell asked the Board of Directors to formally approve the developer selected by the project review committee, Ashlar Development Co., to refurbish the Smith Building in conjunction with the developers of the Civic Block Project.

A MOTION to approve the developer was offered by Director Errichetti and seconded by Director Osborne-Gant and approved by Directors Errichetti, Osborne-Gant, Holden, Christy and Cunningham. Director Baraka abstained.

President O'Donnell thanked the Board and expressed the Director's desire to move forward in tandem with the developers of the Civic Block to deliver the library services that the neighborhoods have been "waiting a generation for."

Director Errichetti offered a **MOTION** to authorize expansion of the Smith Building along the property on Revere Street. The motion was seconded by Director Holden and offered for a vote. Several directors expressed concerns about limiting our options before developers' plans had been submitted. Directors Errichetti, Holden and Christy voted in favor of the Motion. Directors Osborne-Gant, Baraka, Cunningham and O'Donnell voted against. The Motion was denied.

Director Errichetti informed the Board of Directors that a meeting of the facilities committee would be held at 5:30 pm on March 14 2017. Mr. Michael Ayles of Antinozzi Associates will be present to update the Library Directors on the status of design current plans. All Board Members were encouraged to attend.

Report of Finance Committee

Director Errichetti commented that Friday February 17 was the deadline for the submission of the 2017-2018 Library budget projections. Director Errichetti reminded the Board of Directors that the largest library expense was the salary line. He asked Acting City Librarian to confirm that the salary account was sufficient to account for the current as well as the expanded salary needs for the coming year. Acting City Librarian Soltis stated that he believed it was; however, the impact of city labor negotiations and the staffing needs for new facilities cannot precisely taken into account. Director Errichetti commented that the numbers of this year's budget had been finally posted on Munis so that the salary line can now be tracked in real time. Director Baraka asked Common Council

Liaison Salter, who was in attendance, if he could assist in helping to clarify the financial confusion between the Library and the Office of Policy and Management. President O'Donnell commented that CT statute stipulated that funds collected for library operation be segregated into a separate account solely for library use. Common Council Slater said that he would speak to Mr. Nkwo and Mr. Flatto regarding the matter.

Director Errichetti presented a **MOTION** the Library submit a budget of 6.5 million dollars for the 2017-2018 fiscal year to cover anticipated salary costs due to the expansion of facilities. Director Errichetti stipulated that the amount was in excess of the 1 mill allocation voted via referendum. He asked the Acting City Librarian to advise OPM that the Board was aware of this, but the 1 mill allocation was a minimum and could be augmented by action of the Common Council. The Motion was seconded by Director Baraka and unanimously approved.

Director Errichetti indicated that the names of Board Members designated as co-signers to the Library Corporate Account needed to be updated. He offered a **MOTION** that Directors O'Donnell, Errichetti and Baraka be designated as co-signers for the account. The Motion was seconded by Director Cunningham and unanimously approved.

Report of Governance (Nominations) Committee

Director Errichetti offered a **MOTION** to provide library emails for each Director for communication purposes. The Motion was seconded by Director Baraka and unanimously approved. President O'Donnell encouraged Directors to supply professional information for inclusion in the Library website.

Report of Personnel Committee

The Directors discussed sending the drafts of the Strategic plan to the staff for feedback

Report of City Librarian Search Committee

None

Report of the Friends of the Library

Director Errichetti informed the Board of Directors that the 990 form for the Literacy volunteers had been filed and that funds had been expended to procure a projector and screen for the North End Library. Director Baraka commented that the Friends organization was "an arm of the Library not an independent organization and what they do reflects back on the library." Director Errichetti invited the Board members to the March 9th meeting of the Friends of the Bridgeport Library to assess and possibly realign the goals of the two groups.

New Business

The Directors discussed a possible date for an information session regarding the plans for the new library branches and invitations to the Mayor and City Council members. Library liaison Salter advised the Board of Directors that the Council members will be in Washington D.C during the week of March 15th. A date was still to be determined.

Director Holden offered a **MOTION** to move the committee meetings and Board meeting from the week of March 15 to the Week of March 22 and that Committee Facilities and Finance Committee meetings hereafter be held at 5:30 pm and 6 pm on the Tuesday prior to the monthly meeting. The MOTION was seconded by Director Errichetti and unanimously approved. It was decided that the Facilities and Finance Committee meeting for March would be held at 5:30 pm prior to monthly Board meeting.

Executive Session

At 9:55pm Director Holden offered a **MOTION** to enter into Executive Session for the purposes of discussing personnel and litigation matters. Acting City Librarian Soltis and the Interim City Librarian Baldino (awaiting Civil Service approval) also attended. The motion was seconded by Director Errichetti and unanimously approved.

At 10:27 Director Errichetti made a motion to come out of Executive session; the motion was seconded by Director Baraka and unanimously approved.

Adjournment

Following a Motion by Director Errichetti, seconded by Director Baraka and unanimously approved, the meeting was adjourned at 10:40 pm.

Respectfully submitted by,

Anne Cunningham
Ass't Secretary.