

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, January 18 at 7:00 p.m.

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

Absent: Directors Baraka

Call to Order

Secretary/ Treasurer Errichetti called the meeting to order at 7:15 pm., due to President O'Donnell's delay and Vice President Baraka's absence.

Public Comment

Several members of the community spoke in positively support of the yoga programs currently being held at the North, Black Rock and Burroughs-Saden libraries. They asked for their continuation despite severe cutbacks in the overall Library Budget. Director O'Donnell arrived at 7:25

Adoption of the Agenda

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

Approval of the Minutes

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

Approval of Treasurer's Report

Director Errichetti asked for a motion to be made for the reinvestment of the non-levy endowment funds in a laddered purchase of United States Treasury bills of 5,7 and 10 years as stipulated in the will of Judge George Saden. The **MOTION** was made by Director Cunningham, seconded by Director Osborne-Gant and unanimously approved. Director Errichetti informed the Board of Directors that the City had yet to adopt the Library Budget passed by the Board of Directors in the Spring of 2016 and that the Library was not allowed to touch the accrued surplus that was intended to finance expenses incurred in the expansion of library branches.

Payment of Invoices

Treasurer Errichetti submitted monthly vouchers for payment in the amount of \$74,468.86.

Unfinished Business

Acting City Librarian Soltis told the Board of Directors that he received a text message that morning from the CAO's office to inform him that the Library appointments that were submitted last October were awaiting the Mayor's signature.

Director Errichetti indicated that he was awaiting information from Director Baraka concerning the most appropriate procedure for auditing the appropriate expenditure of Library levy and non-levy funds.

President O'Donnell asked for a Motion to suspend the order of the agenda so that the Board of Directors to hear a report from Mr. William Coleman from the Office of Economic Development, who had just arrived at the meeting and wished to update the Board of Directors on the progress of branch construction. Director Holden made the **MOTION** to suspend the agenda to allow Mr. Coleman to address the Board of Directors. The Motion was seconded by Director Errichetti and unanimously approved.

Mr. Coleman updated the Directors on the progress of identifying a developer for the Civic Block Development on Stratford Avenue. He said that the city was ready to identify a single developer for the project. They had originally received eight proposals that were winnowed down to six and finally to three. He said that all of the developers were made aware of the primacy of the Library's needs and plans in the development of the site. The new Newfield facility will be constructed first under the aegis of a common developer. The Office of Economic Development will facilitate zoning and bonding issues, as well as any relocation or demolition costs, if needed, during the construction process. Director Errichetti offered a **MOTION** that the Library agrees to use a common developer for the construction of a library of our design provided that the development of the block does not delay the construction of the Library. The Motion was seconded by Director Holden and unanimously passed.

President O'Donnell said that he had spoken to State Representative Baker regarding the proposed new facilities. He emphasized the priority of both the Upper East Main St and Newfield site since they were further along in the development process. He emphasized the importance of inclusion in the State bonding agenda and asked Director Errichetti to get the figures for the facilities to Representative Baker.

Director Errichetti offered a MOTION to dedicate the February 7 Facilities Meeting at 5:30 pm to a further discussion with Mr. Coleman of the Library's role in the Civic Block Development (to be held in Executive session if necessary). The Motion was seconded by Director Christy and unanimously approved.

Correspondence and Communication

President O'Donnell informed the Directors that he had received appointment letters from the City Clerk regarding the appointment of Directors Christy, Brown and Osborne-Gant and the reappointment of Directors O'Donnell and Holden and that he, in turn, had transmitted documentation of their installation to the City Clerk. He thanked Common Council Liaison for his assistance and asked Secretary/Treasurer Errichetti to begin preparation of the reappointment packages that will be needed in June.

Acting City Librarian Report

Acting City Librarian Soltis presented written reports from the Branch managers on branch activities and data on programming activities and costs. The Directors expressed appreciation for the public comment in support of the yoga classes at the North and Black Rock branches. Director Errichetti expressed concern regarding the efficient use of Library programming dollars in light of the million dollar decrease in the library budget. He also questioned the alignment of such programming with the Library's mission. Acting City Librarian Soltis explained that such programming was in agreement with the concept of a "modern" Library. Director Cunningham commented on the success of many programming initiatives, such as yoga and crocheting, but felt that there was a point where participants should take "ownership" of these programs. The Directors agreed that more information from the branch managers was needed to make effective decisions. Director Errichetti offered a **MOTION to** reduce the number of weekly Tai Chi and Yoga classes at the Black Rock Branch by one effective March first and to keep other programming as scheduled until March 31st. He indicated that more financial and attendance information should be available by that time. Director Cunningham seconded the Motion. The Motion was passed by a vote of four to one with one abstention (Holden- Nay, Brown -Abstain).

Report of Facilities Committee

Director Errichetti said that he believed that all paperwork for the payment of Antinozzi Associates was complete and that funds should be released for compensation.

Director Errichetti said he would like to make Acting City Librarian Soltis aware of the timelines for the CT State Library Development Grant Application process (approximately

June through October). He conveyed the Board's expectation that the Library would submit and application for a construction grant for 2018-2019.

Report of Finance Committee

Director Errichetti indicated that there were no recommendations for endowment reinvestment at the current time.

Report of Governance (Nominations) Committee

President O'Donnell informed the Directors that no action on the board vacancy could be taken before March.

Report of Personnel Committee

It was reported that none of the requested appointments to fill staff vacancies had been filled.

City Librarian Search Committee

No action had been taken

Report of the Friends of the Library

Director Errichetti reported that the literacy initiative at Tisdale School was proceeding well.

New Business

The Board of Directors discussed the scheduling of an information session with City officials and the Common Council members to update them on Library initiatives. Although the February Facilities meeting was considered, a specific date was not determined.

Director Christy requested a revision of the Bridgeport Public Library Facilities Plan to include a Tech Center/Satellite branch in the Eastern North End as requested by the community during the public hearings of the Facilities Plan. A brief discussion of possible locations was held and Director O'Donnell stated that he would draft a resolution and submit it to the Board of Directors for consideration

Director Osborne-Gant suggested the involvement of the Library in The Big Read initiative.

She volunteered to investigate the grant process and requested the support of the Board of Directors. Director Errichetti offered a **MOTION** to commit \$7500 of non-levy funds for a Matching funds if a grant application is to be made. The Motion was seconded by Director Holden and unanimously approved.

It was determined that a further revision of the new Strategic Plan would be conducted in a meeting of the Whole on February 8th

It was determined that there was no need for an Executive Session regarding litigation

Adjournment

At 9:37 Director Errichetti made **MOTION** for adjournment, which was seconded by Director Cunningham and unanimously approved. The meeting was adjourned at 9:40 pm.

Respectfully submitted by,

Anne Cunningham, Assistant Secretary.