

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 St., Bridgeport, CT
on Wednesday, June 20, 2018 at 6:00 p.m.**

Present: Directors O'Donnell, Errichetti, Holden, Cunningham, Baraka, and Assistant City Librarian Soltis, Deputy City Attorney Bohannon

Absent: Director Brown, Director Osborne-Gant Director Greenberg, Director Torres (**Director pending Common Council approval)
Common Council Liaison Roman-Christy

Call to Order

President O'Donnell called the meeting to order at 6:05 p.m. Director Errichetti offered a **MOTION** to amend the order of the agenda to go into Executive Session for the purposes of the discussion matters under litigation. The Motion was seconded by Director Holden and unanimously approved.

The Board of Directors, along with Deputy City Attorney Bohannon, entered into Executive Session at 6:07pm. They emerged from Executive Session at 6:24 pm with no action to be taken.

Director Baraka offered a **MOTION** to amend the agenda to include public speaking. The Motion was seconded by Director Errichetti and unanimously approved. Director Errichetti offered a **MOTION** to approve the amended agenda; the motion was seconded by Director Cunningham and unanimously approved.

Public Speaking.

Mr. Steven Nelson, member of the Democratic Town Committee of the 135th district, advocated for the construction of a branch library in his district. He stressed the proximity of four neighborhood schools (Hallen, Harding, Wilbur Cross, and Park City Magnet.) and the lack of transportation for many area students. President O'Donnell informed Mr. Nelson that the 2014 Library Facilities Plan had already been amended at a previous meeting by unanimous Board vote to include a BPL technology center within the area. He explained that planning could not proceed until a suitable site had been identified and the property secured. He asked for community assistance in identifying such a site and attested to the Board's willingness to "keeping the conversation going".

Approval of Minutes

A **MOTION** was made by Director Errichetti and seconded by Director Baraka to approve the minutes of the May 16, 2018 meeting with amendment. The Motion was unanimously

approved. A **MOTION** was made by Director Errichetti to approve the minutes of the June 12th Special Meeting of the Board of Directors. The Motion was seconded by Director Holden and unanimously approved.

Treasurer's Report/ Payment of Invoices

Treasurer Errichetti reported that the surplus as of June 15, 2018 was \$176,823.08. This included a monthly surplus of \$47,940.72 and a line item transfer of \$70,000. He presented for approval a line item transfer in the amount of \$5500.00 from library supplies to office supplies. Director Holden made a **MOTION** to approve the line item transfer in the amount of \$5500.00 The Motion was seconded by Director Baraka and unanimously passed.

Treasurer Errichetti presented vouchers for the month of June in the amount of \$27,839.66. There were no atypical purchases except \$1900.00 for summer program supplies. Director Errichetti made a **MOTION** for the payment of the vouchers. It was seconded by Director Holden and unanimously passed.

Unfinished Business

- Library Consultant Baldino informed the Board of Directors that she had been in contact with the landlord of the Interim Newfield Library, regarding the leaking roof and the deteriorating parapet. She was informed that the Library should address the problems in lieu of rent. She presented the Directors with three bids for each part of the work. After a brief discussion, Director Errichetti offered a **MOTION** to accept the bid of Tim's Enterprises to repair the damage at the interim Newfield Branch and to begin the repairs immediately. The MOTION was seconded by Director Holden and unanimously passed.
- Ms. Baldino informed the Board of Directors that she had been in contact with ARON security and that they had four levels of security personnel training and that security personnel could be interviewed for assignment. She presented a document which estimated the cost of unarmed guards at all five branches at approximately \$250,000 per year. She that she will continue discussions with them.
- The LED Lighting in the Burroughs-Saden children's room and community room was still incomplete. Director Errichetti made a **MOTION** to purchase the appropriate materials and begin the installation at once. The MOTION was seconded by Director Holden and unanimously passed.
- A professional recorder was in attendance at the meeting and Directors Baraka and Director O'Donnell were authorized to discuss conditions of possible employment.
- The Board of Directors earmarked the Special Meeting of the Board of Directors scheduled for July 11th for the finalization of the Strategic plan.

Correspondence and Communication

None

Assistant City Librarian's Report

Assistant City Librarian Soltis gave the Directors an update on staffing issues. He reported that three Library Assistant 1's had been hired, 3 part-time Library Assistant positions will be filled by the end of June as will 3-4 page positions. A branch librarian III position for the lower East Main Street Branch will be posted internally and advertised nationally in anticipation of the reopening of the Old Mill Branch. Virtual reality workshops for grades 4-6 will be conducted at all branches this summer by volunteer Senii Akinalde. He informed the Board of Directors that SHU/Horizons has offered to pay for any repairs needed to the bookmobile and that calls are coming in to schedule summer visits. The library will have a presence in the Juneteenth, Barnum Festival, and Puerto Rican Day Parades. The Black Rock Garden Club is working with Groundworks CT to install landscaping at the Black Rock Branch. The Garden Club has generously offered to assume the cost.

Report of Facilities Committee

Director O'Donnell informed the Board of Directors that changes needed to be made to the development agreement for Newfield Construction to align it with the State Grant and that he had sent a revised copy to all Directors. Director Holden made a **MOTION** to approve the revisions of the development agreement to include revisions to comply with the State Grant. Director Errichetti seconded the MOTION which was unanimously approved. Director Errichetti was in discussion with Ashlar Construction Company to determine and Absolute Maximum Price for the construction of the New Newfield Branch so that the final contract can be signed and work can begin. There was a brief discussion of the signage to be placed at the Construction site per the State of CT Library Construction Grant.

Retrofit of the Lower East Main Street facility has begun and expected to be completed by the end of the year. There has been no resolution to the construction equipment on Shelton St. The estimated cost of retrofitting the Lower East Main Street property to replace the Old Mill Green branch was approximately \$845,000. Funds for the conversions have been awarded from State of Connecticut Urban Grant funds.

Director Holden offered a **MOTION** to retroactively approve the Request for Qualifications and Proposals for the development of the Upper East Side property. The MOTION was seconded by Director Errichetti and unanimously approved. Director Errichetti reported that bids for the development of the Upper East Side Tech Center was extended to May 27 at 2pm and that a walkthrough would be conducted early in June.

Library consultant Baldino informed the Board of Directors that she would file an Intent to Apply and she presented the Board of Directors with a list of construction/renovation options for the BPL application for the 2018-2019 State Library Construction Grants. She advocated for the replacement of all of the windows in the Burroughs-Saden Library and

the sealing of the glass wall in the stacks. She said she would have estimates and numbers for the next meeting.

Director Baraka offered a **MOTION** to add the discussion of Mr. Nelson's request for a North End library to the agenda. The Motion was seconded by Director Holden and unanimously passed. A brief discussion of possible properties followed. It was determined that the library should begin a conversation with the community regarding its needs and then begin the search for location and the RFP process.

Report of Finance Committee

None

Report of Governance (Nominations) Committee

President O'Donnell asked Directors Baraka, Errichetti and Cunningham, whose terms expired at the end of the month if they wished to continue in their roles as Library Directors, They agreed. President O'Donnell asked if they had submitted the appropriate papers to Mr. Angel de Para for a background check and approval by the City Council. Each Director responded that they had. Director Holden made a MOTION for the Secretary to cast one vote; Director O'Donnell seconded the Motion. The Secretary cast one vote to elect Directors Baraka, Errichetti and Cunningham to serve another three-year term. President O'Donnell called for new nominations for officers. There were none. He asked if the current officers were willing to continue in serve in their roles. All responded in the affirmative. Director Holden offered a **MOTION** for the Secretary to cast one vote. His Motion was seconded by Director Errichetti and unanimously approved. The vote of the Secretary was cast and all officers were reelected.

Report of Personnel Committee

None

City Librarian Search Committee

Subject of Executive Session

Report of Marketing Committee

Director Osborne-Gant stressed the imperative of finalizing the Strategic Plan in order to have a framework for potential marketing firms. The Board of Directors agreed to devote the Special Meeting on July 11th to consolidation and finalization of the Strategic plan.

Report of the Friends of the Library

None

Executive Session

Director Holden made a **MOTION** for Directors only to enter into Executive Session for the purpose of discussion on the Search for the City Librarian. The Motion was seconded by

Director Errichetti and unanimously approved. The Board of Directors entered into Executive Session at 8:39 pm.

The Board of Directors emerged from Executive session at 9:15 pm.

Motion to Adjourn

Director Errichetti made the **MOTION** to adjourn at 9:15 pm. Motion was seconded by Director Cunningham and unanimously passed. The meeting was adjourned at 9:16 pm.

Respectfully submitted by,

Anne Cunningham
Ass't Secretary