

MINUTES
of the Board of Directors of the
Bridgeport Public Library and Reading Room
held at the Burroughs-Saden Library
925 Broad Street, Bridgeport, CT
on Wednesday, July 19, 2017 at 6:00 p.m.

Present: Directors O'Donnell, Holden, Errichetti, Christy, Cunningham, Greenberg, Director Brown (entered 6:30 p.m.)
Interim City Librarian Baldino

Absent: Directors Baraka, Osborne-Gant
City Council Liaison Salter

Call to Order

President O'Donnell called the meeting to order at 6:05 pm. A **MOTION** to alter the order of the agenda was made by Director Holden to allow for the insurance presentation to precede the regular order of business. Director Cunningham seconded the motion and it was unanimously adopted.

Approval of the Minutes:

A **MOTION** to approve the Minutes of the June meeting was made by Director Holden and seconded by Director Christy. The Motion was passed with Director Cunningham abstaining. President O'Donnell submitted Minutes of the Special Meeting held at the Ralphola Taylor Center on July 18th. The Meeting was held as part of the NRZ meeting to discuss plans for the Newfield Branch Library. A quorum of the Library Directors was present. A **MOTION** for approval of both sets of minutes was offered by Director Holden and seconded by Director Cunningham. The motion was unanimously passed.

Insurance Presentation

Out of concern for the proper insurance coverage on newly acquired Library properties, the Board of Directors requested a presentation on the City's self-insurance coverage as it pertains to Library properties. Mr. Sean Carroll distributed a printout of current property and content values and explained that the current City policy required a \$500,000 deductible per occurrence. Members of the Board of Directors expressed concern that this charge would be assessed against the Library budget and impede library operations. The Board requested the Mr. Carroll prepare an overview of the costs associated with the Library assuming the role of primary insurer.

Payment of Invoices

Director Errichetti presented a **MOTION** for the approval of monthly vouchers in the amount of \$741,045.44. Most of the line items were for quarterly expenses for programming and utility expenses. (i.e. Gas payments (60,000) UI (168,600.00) Hoopla Internet service (\$36,000 yearly cost) Security (\$65,000 6mos payment) Literacy Volunteers (\$25,200) Articles for Grassroots historians (\$3100). Genealogy/Memoir workshops (\$3600) Salary for part time archivist 35 weeks (\$7140) WPCA (\$7,000 all locations) Yoga Programming (\$3875.00 6mos Burroughs/North) Zumba programming (\$1875 6 mos.) Ink/toner (\$1826.52). The **Motion** was seconded by Director Holden and unanimously approved by all directors

Unfinished Business

- The Directors were informed that the proposal to convert Building owned by the Library to LED lighting may not be applicable to the City owned building. Director O'Donnell, who was authorized at the July meeting to approve the agreement, said that he would review the submission and report back to the board regarding the status of the initiative.
- Director Errichetti offered a **MOTION** to confirm 6:00 p.m. as the start time for future regular Board meeting, pending confirmation of absent Directors. The Motion was seconded by Director Christy and approved by all present Directors.
- Director Cunningham offered a **MOTION** to establish the requirement that the agenda, invoices for approval, circulation and programming statistics, any reports and other materials for consideration at Regular Board meetings be sent electronically on the Friday before the scheduled meeting to enable sufficient time to review before each meeting. The Motion was seconded by Director Holden and unanimously approved.
- Interim City Librarian Baldino informed the Board of Directors that progress is being made on resolving the roof leak and warranty at Burroughs-Saden and that she would keep the Board apprised as they progress.
- City Librarian Baldino asked that art curator, Ben Ortiz, former employee the Library be hired to identify and collect all of the pieces of the Klein collection within the Library before a decision is made regarding its disposition.
- Assistant City Librarian Soltis shared partial attendance and programing data from each branch for the 2016-2017 fiscal year for analysis.

Correspondence and Communication

Interim City Librarian Baldino read a letter from the **Tellelian (SP?)** Foundation announcing a bequest of one thousand dollars to the Historical Collection to support its work. Director Errichetti volunteered to send a letter of acknowledgement and gratitude to the Foundation for their generous and welcomed support

City Librarian Report

Interim City Librarian Baldino updated the ongoing project to recover the lobby floor at Burroughs-Saden. She anticipated completion by July 18th. Fire Marshall Velez extended the deadline for upgrades of the fire horns and strobe lights in the stacks of Burroughs-Saden due to the lack of response from the company that completed the original walkthrough. She reported that the contractor had not repaired the front steps at Burroughs-Saden due to the several cancellations.

She said she was awaiting final word on the closing of the current Newfield branch and its relocation to 1277 Stratford Avenue. The conceptual design for the new Newfield Branch was received favorably by the community on July 6 and Ms. Baldino submitted a Notice of Intent to Apply for a State of CT Library Construction Grant due on September 1st for the facility. She presented the Board of Directors with a bill for zoning review and application and additional design charges for furniture, fixtures and equipment for the New Newfield.

She informed the Board of Directors of a staff retirement and indicated that she was still awaiting approval of the conversion of several part time to full time positions and acting to permanent positions that had been submitted on April 7th.

She informed the Board of Directors that she has engaged the services of art curator, Ben Ortiz, to gather together and begin to assess the status of four of the Library's art collections (the Klein porcelain collection, the Klein art collection, the Gay Collection of African Masks and the John Taylor Arms Etchings). She expressed concerns about both the lack of proper storage, the need for space and the alignment of specific collections with the Library's mission.

Report of Facilities Committee

Director Errichetti updated the Board of Directors on the ongoing effort to acquire a lot adjacent to the lower East Main Street Library development site. Director O'Donnell expressed concerns regarding title to the property and pending liens. He will keep the Board of Directors informed.

Report of Finance Committee

Treasurer Errichetti reported that the Library will close the 2016-2017 fiscal year with a favorable balance of approximately \$300,000 despite the 1 mill decrease in the City Grand List resulting in a Library and that he was informed by OPM that the surplus would be accessible for expenditure. He also distributed new spreadsheet adjusting his original projections for the 2017-2018 projections, to account for salary/benefits increases and operating expenditures due to new branches coming online. He also presented a table of

Library budgets and expenditures from 2020 through 2017. The chart indicated a seven-year cumulative Library surplus of \$2,031,206 saved to fund expenses incurred with the expansion of hours and of the new libraries. He pointed out, however, that the City has simultaneously charged a total of \$2,227,240 in debt service against the library account for “future” debt service since the Library had no outstanding capital expenditures. He also indicated that the difference between the 1 mill allocation of the Grand List dedicated to the Library and the amount of funds allocated to the library budget over the seven-year period was -\$1,838,914. He explained to the Directors that it is a real possibility that we will not be able to pay both the “debt service” assessment and the staff. He asked the Directors to carefully consider the information he provided as we begin to make difficult decisions regarding the Library’s financial future.

Report of Governance (Nominations) Committee- None

Report of Personnel Committee- None

Report of City Librarian Search Committee

Director Holden informed the Board of Directors that he will be contacting three search firms to begin the process of selecting a new City Librarian and would report back to the Board of Directors.

Report of Marketing Committee -None

Report of the Friends of the Library- None

New Business

- Two Motions were offered concerning the continuation of service of the Newfield Branch. The first **MOTION** was offered by Director Errichetti and seconded by Director Holden. Said Motion authorized Director O’Donnell to negotiate and enter into a lease for exclusive use of premises at 1273 (1277) Stratford Avenue to serve as an interim location for library services pending completion of the new branch to be built at 755 Central Avenue, subject to prior confirmation of structural integrity upon terms consistent with the attached Term Sheet for Memorandum of Understanding regarding the Lease Agreement with Prayer Tabernacle Church of Love, Inc. The Motion was unanimously adopted. A second **MOTION** was offered by Director Errichetti to extend the deadline for closing the current Newfield Branch from August 1, 2017 to September 30th 2017 to complete negotiations for relocation to an interim facility at 1273 (1277) Stratford Avenue and to minimize suspension of service to the shortest time reasonably possible to complete such relocation. This MOTION was second by Director Holden and unanimously approved.

- The Board of Directors agreed on the date of Saturday, September 23, 2017 to schedule a morning retreat for the Board of Directors. This time will be used to finalize the Strategic goals and set service priorities for the near future
- President O'Donnell informally polled the directors regarding the possibility of requesting the passage of a new referendum. Director Holden requested that the record reflect that he took no part in the informal discussion that followed citing his oath of judicial neutrality in matters of politics. No consensus was reached nor decision made. The Directors present felt the need for more information and time for further consideration.
- Election of Officers- According to a **MOTION** offered by Director Errichetti and seconded by Director Holden the current presiding officers were re-elected to a new one-year term in office by unanimous vote.
- Executive Session – (cancelled)

Adjournment

A **MOTION** to adjourn was offered by Director Christy, second by Director Errichetti and unanimously approved. The meeting was adjourned at 8:36 pm.

Respectfully submitted by,

Anne Cunningham
Ass't Secretary