

## MINUTES

**of the Meeting of the  
Board of Directors of the  
Bridgeport Public Library and Reading Room  
held at the Interim Newfield Branch  
1277 Stratford Ave., Bridgeport, CT  
on Wednesday, May 16, 2018 at 6:00 p.m.**

**Present:** Directors O'Donnell, Errichetti, Holden, Cunningham, Baraka, Osborne-Gant, and Director Greenberg  
Assistant City Librarian Soltis

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

### **Call to Order**

President O'Donnell called the meeting to order at 6:02 p.m. Director Errichetti offered a **MOTION** to approve the agenda. The Motion was seconded by Director Baraka and unanimously approved:

### **Presentation**

Michael Ayles of Antinozzi Associates, along with Brittany Mayo and David Ferris, gave the Board of Directors an update of the interior design, furniture and equipment under consideration for the new Newfield Branch. To complement the community's desire to retain, refurbish and expand the original building, every effort was made to maintain and complement the aesthetic of the original Carnegie/ Arts and Crafts movement. A neutral palette was chosen to complement the wooden ceiling, lightening and brick fireplaces. Patterns and accent colors were incorporated into the designs from the "Gee's Bend Quilts", nationally-recognized artistic creations of our local Pettway family. The design affords plenty of space for the display of local artwork and community design.

There was considerable discussion among the Director's regarding the durability of chairs and the quality of furnishings. The Director's underscored the need for the highest quality materials for both the comfort of patrons and the durability in use. Directors asked for the timeline for approval, purchasing, and delivery. Director Errichetti suggested the approval of FFE selections as presented. Directors requested an opportunity for see selections before approval. It was determined that the Building Committee meet at 5:15pm on June 12, prior to the Special Meeting, at the offices of Antinozzi Associates to view materials.

### **Approval of Minutes**

A **MOTION** was made by Director Errichetti and seconded by Director Baraka to approve the minutes of the April 17, 2018 meeting without amendment. The Motion was unanimously approved.

### **Treasurer's Report/ Payment of Invoices**

Treasurer Errichetti reported that the salary variance for the fiscal year was \$193,031.07 to date. This included a monthly surplus of \$36,756.28 and a line item transfer of \$30,000

to other services for the purchase of a new library van. Library staff has assured the Board of Directors that the current van was in such poor condition that repairs would be prohibitively expensive. It was determined that all future line item transfers would be submitted in writing prior to the monthly meeting, as was past practice.

Treasurer Errichetti presented vouchers for the month of May in the amount of \$56,077.63. This figure included \$23,351.80 which was the actual price of the new van. Several Directors expressed concern when a **MOTION** was made by Director Holden and seconded by Director Greenberg to authorize the expenditure of \$200.00 for diagnostic testing of the old van. They questioned the expenditure if, in fact, the old van was “beyond repair”. Director Osborne-Gant questioned the validity of the expenditure and reminded the Directors of their need for fiscal prudence in the expenditure of public funds. President O’Donnell requested that the record reflect the Board of Directors commitment to wise financial oversight in the use of public funds. After discussion, the MOTION was passed by a vote of four to two with Directors Osborne-Gant and Baraka voting against the Motion. Assistant City Librarian Soltis informed the Board of Directors that website maintenance fees in the amount of \$720.00 and \$1320.00 questioned at the April meeting had been waived by the contractor. Director Errichetti requested that Assistant City Librarian Soltis conduct a cost benefit analysis of the current use of expensive CD cases. Director Errichetti suggested that the \$3780.00 virtual reality Classroom Pack for use in a library robotics program be paid out of no levy funds to facilitate its timely purchase. Director Errichetti made a **MOTION** for the payment of monthly vouchers in the amount of \$52,297.63. The Motion was seconded by Director Greenberg and unanimously passed.

### **Unfinished Business**

- President O’Donnell presented the Board of Directors with a copy of the consultant agreement reached with Ms. Bernadette Baldino. The agreement designated three areas of priority for Ms. Baldino’s work: transition, ongoing construction projects/grants, and security issues. Ms. Baldino will be compensated at a rate of \$55 per hour and work a maximum of 19 hours per week. Ms. Baldino expressed a desire to continue on other projects; the Board reiterated the priority of the three enumerated projects before all other initiatives underway. Ms. Baldino will be provided workspace in the workroom on the third floor or any other suitable place. Director Errichetti put forward a **MOTION** to approve the contract with an understanding of the work priorities. The Motion was seconded by Director Greenberg 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 she would obtain more information from them. She also said that she had been in contact with several other firms approved by the State of CT. When information is complete the matter will be referred to personnel for recommendations.
- There was still confusion on how to address LED Lighting in the Burroughs-Saden children’s room. The matter was referred back to the Maintenance Supervisor and the Building committee for further consideration.

- The Board of Directors earmarked the Special Meeting of the Board of Directors scheduled for June 12<sup>th</sup> for a final review and consideration of the Strategic Plan. Directors were encouraged to come with comments so a document may be approved and amended later as needed.

## **Correspondence and Communication**

President O'Donnell read to the Board of Directors a lengthy letter from staff member, Ms. Cynthia Hilliard, regarding the need for increased security at Library branches.

## **Assistant City Librarian's Report**

Assistant City Librarian Soltis gave the Directors an update on staffing issues. He said that a Part Time Librarian 1 and a full time Custodian 1 had been hired and that six Library Assistant positions had been posted internally. He reported successful programming initiatives Wednesday afternoon movies and Coding and robotics workshops. He informed the Board of Directors that SHU/Horizons has offered to pay for any repairs needed to the bookmobile. He and Librarians Eaddy and Marc attended an urban librarians conference at the Brooklyn Public Library.

## **Report of Facilities Committee**

Director Errichetti expressed exasperation that the grass at the Newfield Construction site had not been mowed. He questioned why this property had been neglected, since the Board of Directors had approved vouchers to maintain the appearance of all library properties. He questioned the reliability of the maintenance supervisor.

Director Errichetti offered a **MOTION** to approve the payment of a \$24,490.81 voucher to Antinozzi Associates for services rendered in interior design (FFE) for the Newfield Branch. The Motion was seconded by Director Holden and unanimously approved. Director Errichetti explained the contract for Newfield remains unsigned due to technical reconciliations required by the State of Connecticut (i.e. approval of change orders of more than \$20,000 by the State), but that progress is being made. William Coleman of OPED is taking responsibility from the city side. Attorney Ron Pacacha of the City Attorney's Office and Thomas Newman of the State Library Board are working out contractual language.

Director Errichetti offered the **MOTION** to authorize Director O'Donnell to negotiate repairs to property on Shelton St. due to excavation with Mr. Manny Rodriguez. The MOTION was seconded by Director Greenberg and unanimously approved.

Director Errichetti reported that the estimated cost of retrofitting the Lower East Main Street property to replace the Old Mill Green branch was approximately \$845,000.

He reported that RFP for the development of the Upper East Side Tech Center was to be issued the weekend of the May 18<sup>th</sup> and that a walkthrough would be conducted early in June.

## **Report of Finance Committee**

Director Errichetti informed the Board of Directors that he was unsure if there would be savings from a change in City healthcare plans. Development of the 2018-19 budgets continues.

## **Report of Governance (Nominations) Committee**

Director Baraka resent copies of the Safety and Security Policy, Code of Conduct and FOI to Directors for review. Time for review and discussion was to be determined.

## **Report of Personnel Committee**

The Board of Directors authorized Assistant City Librarian Soltis to send two representatives to a conference on Library Security.

## **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 June 12<sup>th</sup> to consolidation and finalization of the Strategic plan.

## **Report of the Friends of the Library**

Director Errichetti informed the Board of Directors that three representatives of the Friends had attended a Rotary Club luncheon and a party was held at Jettie Tisdale School for the third grade reading program.

## **Executive Session**

Director Errichetti made a **MOTION** for Directors only to enter into Executive Session for the purpose of Personnel discussion. The Motion was seconded by Director Greenberg and unanimously approved. The Board of Directors entered into Executive Session at 8:25 pm.

The Board of Directors emerged from Executive session at 9:12 pm. Director Greenberg made the **MOTION** to authorize President O'Donnell to empower Bradbury Associates to negotiate the terms of acceptance with a candidate for the position of City Librarian and upon agreement to those terms the candidate will be publicly announced. The Motion was seconded by Director Holden and unanimously approved.

## **Motion to Adjourn**

Director Baraka made the **MOTION** to adjourn at 9:12 pm. The Motion was seconded by Director Holden and unanimously passed. The meeting was adjourned at 9:13 pm.

Respectfully submitted by,

Anne Cunningham  
Ass't Secretary