

**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, May 17 at 5:30 p.m.**

**Present:** Directors O'Donnell, Holden, Errichetti, Christy, Cunningham, Greenberg, Baraka  
(entered 8 p.m.)  
Interim City Librarian Baldino

**Absent:** Directors Brown, Osborne-Gant  
City Council Liaison Salter

**Call to Order**

President O'Donnell called the meeting to order at 5:35 pm. A revised agenda was presented and a **MOTION** to adopt it was made by Director Errichetti and seconded by Director Holden. The revised agenda was unanimously adopted.

**Presentation of Design Options for New field Branch by Antinozzi Associates.**

The Board of Directors listened to a presentation by Antinozzi Associates on Design Options for the new Newfield Branch library. While maintaining the original façade, Directors and Interim City Librarian Baldino commented on options for interior design, access to the community room, the location of the main entrance and visibility of the structure from Stratford Avenue. In addition, to the architectural staff, Mr. Anthony Stewart of Ashlar Construction LLC. and William Coleman of OPED participated.

**Presentation by UI of Electric Cost Savings**

Interim City Librarian Baldino informed the Board of Directors that the presentation would be waived and cost savings instituted.

**Public Comment:**

David Ferris addressed the Board of Directors on behalf of the Cook and Grow Program. He clarified some legal and financial misunderstandings regard the objectives of the program and its use of the community garden at Burroughs-Saden. Several members of the community and three City Council members were also in attendance.

Interim City Librarian Baldino indicated there the lack of documentation on arrangement between the Library and the Program and confusion regarding past practices on the use of the garden. An understanding was reached that the Cook and Grow Program would have use, but not exclusive use, of the garden for the remainder of the growing season. Once proper legal documents are secured a new Memorandum of Understanding will be drafted

### **Approval of the Minutes**

Director Errichetti made a **MOTION** for the approval of the minutes of the April meeting which was seconded by Director Holden and unanimously approved.

### **Approval of Treasurer's Report**

Director Errichetti distributed a year-to-date printout of the 2016-2017 budget and informed the Board of Directors that with six weeks to go the Bridgeport Public Library should finish the year with a small surplus. He presented the information according to branch/location expenses in order to give directors a more accurate picture of the cost by location. Director Christy expressed her belief that the Newfield Branch should be closed due to the hazards of nearby demolition and other safety/security concerns and that the staff should be transferred to Burroughs. Director Errichetti also informed the Board of Directors that he would be meeting with financial advisors for Morgan-Stanley and other financial advisory firms in order present the Board of Directors with options to maximize library investments.

### **Payment of Invoices**

Director Errichetti presented a **Motion** for the approval of monthly vouchers in the amount of \$24,459.13. The most costly of which was a payment to the Northeast Document Conversion Center in the amount of \$4,550.00 for the preservation of Circus posters. Director Errichetti's motion was seconded by Director Holden and unanimously approved.

### **Unfinished Business**

President O'Donnell reaffirmed payment to Library Development Solutions despite the lack of a finalized copy of the Strategic Plan. Interim City Librarian Baldino informed the Board of Directors that staff input will be obtained on June 14<sup>th</sup> and made available to the Board of Directors thereafter. President O'Donnell specified that the final payment still required that the final document be printed and disseminated by Library Development Solutions.

He also informed the Board of Directors that he had not yet heard back from City Attorney Chris Meyer regarding his request for a meeting with City officials regarding impediments to Library operations.

A discussion was held regarding the date for the dedication of the Helen Liskov Children's room at the Burroughs-Saden Library. Although the Directors desired to comply with the wishes of the family for a date in June, it was decided that a fall dedication date was more feasible for the library. Interim City Librarian Baldino concurred citing a desire to make cosmetic improvements before the event. The Friends of the Bridgeport Library will sponsor a prize in Ms. Liskov's name to the child who reads the most books during the summer reading program.

Interim City Librarian Baldino informed the Directors that repairs to the Burroughs-Saden main entrance and the driveway drain could be made on June 14<sup>th</sup> during a library closure for staff wide professional development. She cited the difficulty of providing high-quality staff training district-wide and still maintain service at all branches. She requested that the libraries be closed for a day so that all staff can be trained in emergency preparedness and safety. Director Errichetti made a **MOTION** that the Main and all branch libraries be closed to the public on June 14<sup>th</sup> in order to provide staff development. Director Holden seconded the Motion. During the discussion Director Baraka expressed her opposition to closing the libraries to the public. She said that such action was in opposition to our belief that “Libraries are essential services”. Other directors believed that staff training was of paramount importance and worth the unfortunate closure. Interim City Librarian Baldino assured the Board of Directors that the closure would be posted on the Library website and that the public would be informed well in advance. The **MOTION** was passed with a vote of four to one, with Director Baraka voting nay.

## **Correspondence and Communication -None**

### **Interim City Librarian Report**

Interim City Librarian Baldino recounted her continued conversation with the City of Bridgeport regarding leakage in the Burroughs-Saden roof and the actions by Construction Management that voided of the contractor’s warranty. The original roofing work was handled by Epic Management systems under the auspices of the Department of Construction Services. Since the Department of Construction Services no longer exists and the contractor is no longer a vendor of the City of Bridgeport, Ms. Baldino was told that the responsibility for this project reverts to the library and that the Library was responsible for the \$11,930 retainage that was unpaid. Director Errichetti said that he would work with the city to reconcile the unpaid invoice.

She also met with Mr. Coleman, Mr. Gill, Mr. Ricci, Mr. Flatto, Mr. Perez and Mr. Coble regarding the impact of demolition on the current Newfield Branch and increasing security concerns. They reaffirmed the fact that it was the Library’s decision if the branch would be closed or relocated before the completion of the new facilities. Mr. Ricci suggested several security measures that could be taken at the present site. She informed the Board that, with the assistance of OPED, she continues to explore any and all feasible relocation options as a temporary solution until renovations of the original library are completed.

She informed the Board of Directors that despite numerous phone calls and visits to City Hall she still has not been able to get the 3 requested appointments to library staff approved, nor have salary increases for Mr. Soltis been authorized.

She has arranged for Customer Service staff training and workshops in Supervisory skills. She also reported that all staff would attend presentations on security and safety on June 14<sup>th</sup>.

Ms. Baldino met with providers of the program, Cook and Grow, regarding the use of the community garden on the side of the garden and with the director of Lea y Seras regarding access to Library rooms for their programs. Ms. Baldino agreed to a library co-sponsorship of the literacy program and preference in scheduling.

The Interim City Librarian presented a schedule for library hours that gave staff a single straight shift and reduced overtime. Ms. Baldino informed the board of Directors that there are usually four staff absences per day and that staff must be reallocated for coverage. This sometimes necessitates unannounced closings of the branches during lunchtime and periods of light usage. She believes the new schedule will reduce the need to inconvenience patrons. Director Baraka expressed her concern about the reduction of hours for children during the summer months. Director Errichetti made a **MOTION** to adopt the new summer hours, effective June 19, 2017 until Labor Day. Director Holden seconded the motion and the Motion was approved by a vote of four to one with Director Baraka dissenting. Interim City Librarian Baldino was directed to make all patrons aware of the adjustment.

### **Report of Facilities Committee**

Director Errichetti made a **MOTION** to authorize a budget of \$2.65 million to be bonded for the renovation of Upper East Main Street site into a Library technology center. Director Christy seconded the motion. During the discussion Director Cunningham commented that the Motion might be premature until Antinozzi Associates provide the cost of the suggested roof modifications. Director Errichetti also said that a new completion timeline needs to be provided for this facility.

### **Report of Finance Committee**

Director Errichetti informed the Board of Directors that the new budget will be uploaded to Munis on July 1<sup>st</sup> and that any prior year surplus should be available for use. President O'Donnell indicated that he had contacted Merit Insurance concerning the price of Directors and Officers insurance and asked the Directors if they would like someone to address the board regarding this matter. The Directors agreed.

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

The Governance committee met on May 10 although there was no quorum several issues were discussed. The Directors were advised that Directors Christy and Brown must go through the City authorization process all over again when their terms expire in June. Director Greenberg's paper work awaits the Mayor's signature.

A discussion was held regarding Board development services and a possible Board retreat. The Board of Director By-laws are rigid and out-of-date. President O'Donnell suggested that they be updated to correspond to current corporate standards and FOI regulations.

The policy on bus passes, the number of employees who have them and frequency of use was discussed. Acting Assistant City Librarian John Soltis said that he would provide the needed data so that discussion and any necessary action could be taken. The Directors were informed that the staff is looking for other options to deliver books to homebound patrons.

Director O'Donnell suggested that a timetable be set for the review and updating of all Board policies.

### **Report of Personnel Committee**

Assistant City Librarian Soltis informed the Board of Directors that there was a step two hearing on a BCSA grievance for retroactive pay on Friday, May 19. Director Errichetti made a **MOTION** for the Board of Directors to adopt the following Resolution:

“WHEREAS, this Library Board, pursuant to Connecticut General Statutes §11-33 has “exclusive control of the expenditure of all moneys collected to the credit of the library fund” and to “appoint a library director and all necessary assistants and fix their compensation”; and

WHEREAS, this Library Board by vote duly taken authorized the promotion of certain library staff to acting positions with increased duties at increased salaries to improve library operations effective November 1, 2016, which duties such staff assumed and began to perform as of November 1, 2016; and

WHEREAS, such library staff who were promoted to such acting positions have not been paid the increased salary effective November 1, 2016, due to the failure or refusal of the administration of the City of Bridgeport to process the promotions with the retroactive salary increases effective November 1, 2016, as authorized and instructed by this Library Board, prompting such staff of necessity to file grievances;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Bridgeport Public Library and Reading Room supports and approves of the grievances of its staff regarding the failure or refusal of the administration of the City of Bridgeport to process and pay such salaries as are due for the promotion of each library staff member to the respective acting position retroactive to November 1, 2016 and hereby ratifies and confirms its previous authorization and instruction to pay such staff promoted to the respective acting positions the commensurate salary retroactive to November 1, 2016.”

The **MOTION** was seconded by Director Cunningham and unanimously adopted.

### **City Librarian Search Committee**

Interim City Librarian Baldino suggested that Director Holden contact a prominent New Haven librarian for recommendations of a search firm. She said that the outcome of current litigation and the low salary might be factors in attracting the best candidates for the position of City Librarian. Director Holden agreed to make the requisite contacts.

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

Director Errichetti informed the Board of Directors that the Friends of the Bridgeport Library have pledged to contribute one dollar for every book read during the summer reading program up to \$3,000. He also told the Board of Directors of the outcome of the third grade bookshare sponsored by the Friends at Tisdale School and that there would be a Flag Day Program in the Children's room at Saden-Burroughs at 6pm. on June 15.

### **New Business**

There was a discussion among the Directors concerning the display of the Klein Porcelain Collection. President O'Donnell asked the Directors to consider the authorization of a deviation action under the Trust established by Milton Klein regarding its proper display.

### **Adjournment**

A **MOTION** was made **by** Director Christy to adjourn the meeting. It was seconded by Director Errichetti and unanimously approved. The meeting was adjourned at 9:35 pm.

Respectfully submitted by,

Anne Cunningham  
Assistant Secretary