

**Minutes of Combined Special Meetings of the
Building, Finance and Personnel Committees of the Board of Directors
of the Bridgeport Public Library held Tuesday, June 28, 2016 at 5:30 p.m**

Present: Directors O'Donnell, Errichetti, Holden and Cunningham and those pending approval, Osborne-Gant, Greenberg, Christy and Brown were present along with City Librarian, Hughes.

Absent: Director Baraka

Chair O'Donnell called the meeting to order at 5:35 PM.

Under the agenda presented for the special combined meeting the topic of Review and revision of preliminary 2016-17 Budget to account for building and personnel needs within allocated funding was considered. City Librarian Hughes provided two options for review. City Librarian Hughes also provided staffing cost by branch on Monday via email and also explained salary differential in 2015-16 is retroactive pay raise \$184,744.94. Director Errichetti requested the City Librarian to provide job descriptions by task/functionality, as opposed to title. Director Osborne-Gant inquired about personnel records / job descriptions and how they are updated suggesting that the City Librarian should have staff update their resumes to include additional or new skill sets developed. Chair O'Donnell questioned "What are the functions that a world class 21st century library? How do we provide it on a \$6million budget? The second option using staffing chart II to restore professional staff lost to retirement with a recommended salary line of \$3,100,000 salary account was the preferred option with the express provision that it did not include any authorization for payment of early retirement incentive bonuses of \$15,000 each.

MOTION was made by Director Errichetti, seconded by Director Holden to recommend approval of budget with a \$3,100,000 salary allocation NOT including \$90,000 for Early Retirement Incentives was passed unanimously by all approved Directors present.

The proposed Policy for Board ratification to reiterate and confirm the Library Board as the sole appointing authority for all staff and volunteers of the Library in accordance with Connecticut General Statutes §11-33 was considered that read as follows:

Proposed Policy: Pursuant to the authority conferred by Connecticut General Statutes §11-33 upon the Board of Directors of the Bridgeport Public Library and Reading Room, as its board of trustees, to "appoint a library director and all necessary assistants and fix their compensation", the Library Board is and shall remain the sole appointing authority for all persons working at the Bridgeport Public Library and no person may be hired as a library employee or serve as a volunteer without the prior written approval of the Library Board.

MOTION was made by Director Holden, seconded by Director Errichetti to recommend approval of the proposed policy was passed unanimously by all approved Directors present.

The status of design proposals for Newfield and Upper East Main Street facilities and need for coordination of meetings with affected neighborhood NRZ and civic groups was discussed. City Librarian Hughes did not attend East End NRZ as directed, but had attended a Citywide NRZ meeting. Directors Holden and Errichetti stated a meeting with the East End NRZ should be scheduled as soon as possible after July 4th and requested that a meeting be arranged for July 12th at 5:30 pm in either the Ralphola Taylor Center or Newfield Library.

Director Osborne-Gant indicated she would develop a proposed procedure for archiving papers of directors and other library staff for presentation at a future meeting.

Chair O'Donnell volunteered to prepare a proposed resolution to honor former President and Director Helen Liskov, who died recently which will be presented for approval by the full Board at the July meeting.

The combined meeting of the Committees adjourned at 7:09 p.m.

Respectfully submitted,



James E. O'Donnell
Committee Secretary, Pro Tem