

## **Minutes**

of Special Meeting of the Board as a Committee of the Whole  
held Wednesday, July 13, 2016 at 5:30 p.m.  
at the Burroughs-Saden Library 925 Broad Street, Bridgeport, CT

The meeting was called to order at 5:40 p.m. by Director O'Donnell and adjourned at 6:52p.m. All directors were present as was City Librarian Hughes

### **Assessment of Staffing in light of professional criteria**

- Director Errichetti had requested City Librarian Hughes provide an analysis of staffing needs by function.
- City Librarian Hughes indicated that there were no established guidelines and that he was not able to find a set formula. He said he would reach out to Alan Berger of Library Development Solutions Inc. and ask him to draft an operational plan aligned with the strategic plan.
- City Librarian Hughes indicated that Mr. Berger was about to draft the strategic plan. Director Baraka asked if he would be available for a meeting with the Board members. City Librarian Hughes indicated that all directors will be contacted by Friday. Director Errichetti asked what should be done if they are not contacted. He said he would call the City Librarian.

### **Review of City Librarian's plan for staffing**

- City Librarian Hughes indicated that staff committees have absorbed specialized functions previously performed by retirees. (i.e. Summer reading program committee)
- City Librarian Hughes indicated that he and other staff had absorbed the day-to-day duties and that he is working on internal training for staff in areas that need to be covered, especially internal customer service training. "For now he was doing the ongoing scheduling" and that he had held a supervisors meeting yesterday (July 12) and will have another one next week.
- Director Errichetti indicated, "Staffing levels should be tied to usage. The Directors, City Librarian Hughes and the staff agreed that statistics were inaccurate and that patronage (as appearing in newspaper article) was undercounted.
- City Librarian Hughes indicated that regular service hours could be maintained at all branches and that there had been one reassignment of staff to the Old Mill Green Branch that was already understaffed.
- Director O'Donnell asked if overtime needed to be authorized for the completion of the Burroughs-Saden hallway.

### **Recommendation to establish recruitment, training and retention policy**

- Five of the retirements hit Burroughs-Saden. City Librarian Hughes stated that there were “qualified Junior Librarians that could run a department” and that “we have the money we should do the move” He also said that there were Librarian 1’s who can become Librarian 2’s.
- Director O’Donnell remarked a 31% reduction in staff requires a plan for recruitment and that State Statute indicates that the Board of Directors has the right to hire and affix the compensation of all staff.” Albeit, that power can be delegated.
- City Librarian Hughes stated that world class libraries do not have career entry-level one librarians. Also, they must have sustainable funding. He had 700 signatures for increase in mill rate tax and that “ we have to have the money to do more” He indicated that he was working on a timeline for September that will outline the process.

#### **Additional Matters.**

- Director Holden offered a **MOTION**, seconded by Director Cunningham, directing City Librarian Hughes advise OPM that the Library Board will not pay the \$15,000 per person retirement incentive negotiated by the Mayor from Library funds. The motion was passed by an affirmative vote of five approved Directors.
- Director Baraka offered to send the directors a grid of Board relations and operations that she received from the Board of Education. She said it would help clarify the relationship between responsibilities between the Board of Directors and the City Librarian.

Respectfully submitted,  
Anne Cunningham  
Ass’t Secretary