

MINUTES

Special Meeting Board of Directors
Burroughs-Saden Library
Held Tuesday, October 25, 2016 at 5:30pm

Present: Confirmed Directors: O'Donnell, Errichetti, Holden, Cunningham, and Directors pending confirmation: Directors Brown, Christy, and Greenberg. Osborne-Gant
Acting City Librarian Soltis

Absent: Director Baraka; Common Council Liaison, Salter

President O'Donnell called the meeting to order at 5:40 pm.

Adoption of Agenda

Director Errichetti offered a MOTION to accept the posted agenda. It was seconded by Director Cunningham and unanimously approved by all confirmed directors.

1. Review, approval and action re. Personnel matters

President O'Donnell reported that he, Director Holden and Director Brown met with Ms. Janene Hawkins, Head of Labor Relations, to discuss issues regarding the appointment and termination process. They were given a copy of the new appointment process sheet that requires two signatures by the Mayor.

a. Any remaining issues re termination of City Librarian

Director Errichetti offered the following **MOTION** to provide no additional benefits or compensation to the former City Librarian except that to which he is entitled under the BCAS contract. The motion was seconded by Director Holden and unanimously approved by all confirmed Directors in attendance. A letter of termination was sent to the City Attorney Office and to CAO Gomes. Rev. Hawkins and Scott Appleby had already taken care of any security issues.

b. Resolve any process items for appointments of Acting City Librarian

Phil White of Labor Relations informed the Directors that there was no problem with the appointment of "Acting" employees who would revert to their previous position

c. Review of current staffing within Table of Organization

Director Errichetti tried to reconcile the difference between the current level of staffing and the Civil Service table of organization. He reiterated his belief that the table needs to be reworked to match the person with the skills to the positions the library needs. Moreover, the salary line on the city budget did not

match the one approved by the Board. He said he had a meeting the following day with the City Attorney and OPM to clarify the issues.

d. Status of previously approved promotions.

Ms. Hawkins said that she was directed by Mr. Gomes not to sign the previously authorized promotions of Library assistants. She indicated that former City Librarian Hughes picked them up.

e. Review/Approval of interim appointments

Acting City Librarian Soltis recommended the promotions of three librarians to "Acting" positions as Librarian III's and three Librarian I's to Librarian II. The Board of Director approved these Acting Positions until the reorganization of the Table of Organization.

At 6:06 pm Director Holden made a **MOTION** to enter into Executive Session to discuss personnel recommendations. The Board of Directors came out of Executive Session at 6:35pm Director Errichetti made a **MOTION** to approve promotions for three Librarian I's to Acting Librarian III positions. The Motion was seconded by Director Cunningham and unanimously approved by all confirmed Directors. The newly appointed Acting Librarian III's are Michelle Jacobsen, Ron Fontaine and Vivian Bordeaux. President O'Donnell reminded the Board that the promotions must go through the Labor Relations/Civil Service process.

2. Status of selection process for appointment of Interim City Librarian

The Directors discussed the selection of an Interim City Librarian and arranged a meeting with former Bridgeport Librarian Bernadette Baldino at 5:30 pm the following Tuesday. President O'Donnell stated that we need a revised job description for the Interim City Librarian specifying duties and duration (6 mos. to year)

3. Status of Search Committee for permanent appointment of new City Librarian

It was decided that it was too early to make decisions on the composition of the Search Committee for the New City Librarian. At Director Greenberg's suggestion, the Director's decided to request assistance for State Librarian, Kendall Wiggins. Director Greenberg offered to contact him.

4. Status/action issues for finance issues/payment of vouchers

Director Errichetti excused himself from the meeting at 6:45 before his departure; he requested the Board's permission to research options for re-laddering the Saden bequest.

5. Status of Director appointments

President O'Donnell advised that the Director appointments had been forward to the Miscellaneous Matters Committee and that a Common Council resolution to dissolve the Library Board had been referred back to the same committee

6. Status/action items re. New library facilities

The Board discussed the outstanding bill from the city regarding the taxes on the Newfield Building. Librarian Sweeney stated that the outdoor lighting had been restored at Newfield "just in time". And that there had been rumors regarding the destruction of the current "City owned" building for the Civic Block Development. President O'Donnell suggested that we begin researching the options for relocation well before that action is taken. Preliminary ideas involved the Innovation Center, the bookmobile and portable facilities. Directors stressed the need for community input before any options were considered.

7. New Business

At the request of the staff Association Executive Committee the following hours were suggested for the holiday season

Wednesday, November 23, 2016 (day before Thanksgiving)- the Library to close at 5pm
Saturday, December 24 2016 (Christmas Eve) Library Closed
Saturday, December 31, 2016 (New Year's Eve) Library Closed
Sunday, January 1, 2017 (New Years Day)- Library Closed.

A **MOTION** to approve the staff request was made by Director Holden and seconded by Director Cunningham and approved by all confirmed Directors present

8. Adjournment

Director Holden made a **MOTION** to adjourn. It was seconded by Director Cunningham and unanimously approved. The meeting was adjourned at 7:40 pm.

Respectfully submitted by,

Anne Cunningham
Ass't Secretary