

# BRIDGEPORT LIBRARY

## Minutes

of the meeting of the Board of Directors  
of the Bridgeport Public Library and Reading Room  
held Wednesday, February 17, 2016 at 7:00 p.m.  
at the Burroughs-Saden Library 925 Broad Street. Bridgeport CT

PRESENT: President O'Donnell, Vice President Baraka, Secretary/Treasurer Errichetti, Directors Brown, Cunningham, Greenberg, Holden, and Osborne-Gant, City Librarian Scott Hughes

Absent: Director Christy

### **Acceptance of the Agenda:**

The meeting was called to order by President O'Donnell at 7:07pm. Director Greenberg offered a **Motion** to adopt the agenda. Director Cunningham seconded the Motion. The Agenda was unanimously adopted.

### **Public Comment:**

Councilwoman Lee, Frank Gyure, Shawn D, Byrd, Carol Graves, Jorge Cruz, Ernest Newton, Harry Green, and Brad Burns-Howard gave public comment. Many spoke about their experiences using library services that are currently being offered at the BPL, expressed pleasure with the library's direction under the leadership of the City Librarian, Scott Hughes, and indicated a hope that the differences between the City Librarian and the Board of Directors would be reconciled so that the library can move forward.

### **Approval of Minutes:**

A **Motion** was made to approve the minutes for January 16, 2016 as submitted. Concern was expressed about the tone and content of the draft presented. The motion did not carry. A new **Motion** was moved, seconded and voted to defer approval of the minutes to the next board meeting for corrections and approval.

### **Treasurer's Report:**

Financial reports for January, 2016 were reviewed. Secretary/Treasurer Errichetti presented vouchers for payment in the amount of \$83,852.82 for approval, a Line item transfer of \$95,484.50 from Other Services to Full Time earn pay, and Reallocation of \$15,000 from Publications to Subscriptions. A **Motion** was made by Secretary/Treasurer Errichetti to approve payment of vouchers, Director Holden seconded. Approval was unanimous. Vice President Baraka moved to return all associated duties of financial reporting to the City Librarian. Director Errichetti seconded the motion. Approval was unanimous.

### **Unfinished Business:**

Payment to the City for Newfield rent in the amount of \$100,000. City Librarian Hughes had no report, but will follow up with City Hall.

### **Correspondence and Communications:**

None to report

**City Librarian Report:**

City Librarian Hughes discussed the new format for monthly reports submitted from Department Heads and his monthly report to the Board of Directors.

He also reported he is looking into the bathroom renovation issues and has a meeting scheduled on February 18<sup>th</sup> with Architect Mark Halstead and Maintenance Supervisor Brad Baldwin.

City Librarian reported the Assistant City Librarian hiring panel will meet Friday February 19<sup>th</sup>. He also is continuing the development and implementation of the Cash Handling Policy and Maintenance Policy. The Maintenance Policy will be presented at the Buildings Committee meeting for further review next month.

The applications of new Director Appointments have been turned in to the office of the City Administrator.

The financial forecasting and budget presentation will be provided at the next finance committee meeting for review.

A **Motion** was made Director Errichetti that City Librarian Hughes should submit Financial Forecasting for 2016-2017 FY. Director Baraka seconded the motion. The motion was unanimously passed.

**Report of the Buildings Committee:**

Completion of men's bathroom at Burroughs was discussed. Circulation desk still needs reconfiguration for use. It is also being used as storage area for construction use.

Antinozzi and Associates will be at next Buildings Committee meeting being held on March 8<sup>th</sup> to specify the timetable to begin the work on newly acquired locations.

The suggestion to explore other contractors for the entrance proposal for Burroughs-Saden was offered.

A **Motion** to ratify Recommendation of the Building Committee for adjustments to the design proposals for Newfield and Upper Eastside was made by Secretary/Treasurer Errichetti and seconded by Director Holden. Motion approved by Directors Baraka, Cunningham, Errichetti, Holden and Osborne-Gant. Directors Greenberg and Brown Abstained.

President O'Donnell gave an explanation of insurance coverage for libraries. Secretary/Treasurer Errichetti is in talks with insurance companies for insurance coverage considerations.

**Report of the Finance Committee:**

MUNIS reporting and payroll reconciliation was deferred to the next Finance Committee meeting.

It was reported that the acquisition of the three new locations factor into the Bond Money. The 13 mil Bond is still a good number.

**Report of the Governance Committee:**

Work is continuing on the review of by-laws and policies to make sure they are in compliance with city ordinance and State/Federal Law. Next meeting will be held on March 9, 2016.

**Personnel Committee:**

Director Greenberg reported there was no change in the position on personnel issues. Committee had referred the action on City Librarian performance review to the full Board at this meeting.

A **Motion** was made by Director Holden that any action to be taken should be done in executive session. Director Cunningham seconded the motion. A **Point of Order** was raised by Vice-President Baraka, who cited the Freedom of Information Act, stating the discussion in respects to the City Librarian's performance review being done in executive session should be the decision of the City Librarian. The Point of Order was overruled pending the outcome of the vote.

The **Motion** was put to a vote to go into executive session to discuss the City Librarian's performance review and action to be taken. Secretary/Treasurer Errichetti, Directors Holden and Cunningham voted in favor, Vice-President Baraka voted against it, Directors Osborne-Gant and Greenberg abstained.

President O'Donnell then asked City Librarian Hughes whether he wished the discussion and action to be taken on his performance review in executive session or to be open to the public. City Librarian Hughes requested public discussion.

A **Motion** was made by Director Baraka to defer action on City Librarian's performance review and refer the issue to the Personnel Committee to establish the next steps moving forward; what issues and priorities need to be addressed in regards to City Librarian. Secretary/Treasurer Errichetti seconded the motion.

A discussion ensued among the Directors regarding the failure of City Librarian to meet any of the three performance objectives established regarding timely application for the state library grant, improving staff relations and establishment of community advisory panels, as well as general concern over communication and attention to the details of operation. Vice-President Baraka raised a **Point of Order** to permit comment by the City Librarian, which President O'Donnell overruled, indicating that comment by one not entitled to vote on the Motion would be inappropriate, but suggesting that the Board could and should challenge that ruling if the Board wished to allow comment from the City Librarian. Accordingly, Vice-President Baraka made a **Motion** to appeal the decision of the Chair to not allow the City Librarian to comment. Director Holden seconded the Motion to appeal, which passed unanimously.

City Librarian Hughes then addressed the Board and acknowledged that he needed to and would focus more of his time on Library issues and would work to improve communication with the staff and the Board.

A **Motion** was made by Secretary/Treasurer Errichetti to form a special committee of the whole for the full Board to evaluate in sixty (60) days the performance of City Librarian regarding his responsiveness to and communications with the Board. Director Holden seconded the motion. Directors Cunningham, Errichetti and Holden voted in favor, Vice-President Baraka voted against the motion. Directors Brown, Greenberg and Osborne-Gant abstained.

A Motion was then made by Vice-President Baraka to defer the discussion of a 60 day review process to the Personnel Committee, seconded by Director Cunningham. The Motion failed to pass with Director Baraka voting in favor and Directors Cunningham, Errichetti and Holden opposed. Directors Brown, Greenberg and Osborne-Gant abstained.

A **Motion was made** to go into executive session to discuss litigation by Director Baraka. Director Holden seconded the motion. The vote to go into executive session passed unanimously. The Board went into Executive Session at 10:20pm.

**Executive Session:**

A **Motion** was made seconded and passed unanimously to exit executive session at 10:45pm.

**Other Business:**

None at this time

A **Motion** to adjourn was made by Director Holden, seconded by Secretary/Treasurer Errichetti that passed unanimously. The meeting adjourned at 10:47pm.

Respectfully submitted,

Thomas R. Errichetti  
Secretary / Treasurer