

**MINUTES  
LIBRARY BOARD OF DIRECTORS  
BRIDGEPORT PUBLIC LIBRARY**

**Burroughs-Saden Library  
February 18, 2015**

President James O'Donnell called the monthly meeting of the Board of Directors of the Bridgeport Public Library to order at 7:06 p.m. in the Boardroom of the Burroughs-Saden Memorial Public Library.

PRESENT: President: O'Donnell, Directors: Baraka, Errichetti, Holden, Greenberg, Cunningham

ABSENT: Director Osborne-Gant

**Approval of Agenda:**

A **MOTION** was made by Director Holden and seconded by Director Greenberg to adopt the meeting agenda

**Public Comment:**

None

**Approval of Minutes:**

A **MOTION** was made by Director Errichetti to approve the minutes of the January 2015 meeting and seconded by Director Greenberg. The minutes were unanimously approved.

**Financial Reports:**

Treasurer Errichetti offered a **MOTION** to collapse several non-restricted endowment funds into one fund. (See addendum) The motion was seconded by Director Greenberg and unanimously adopted by the Board of Directors.

Director Errichetti presented Library Fund vouchers for approval totaling \$ 39,824.73. A **MOTION** was made by Director Baraka and seconded by Director Greenberg to approve payment of monthly vouchers . Payment of the vouchers was unanimously approved.

**Unfinished Business:**

The Directors addressed the second item on the agenda for unfinished business first. Director Errichetti also offered a **MOTION** to apply city purchasing procedure and policy to the expenditure of all library purchases including non-levy and endowment funds. The

MOTION was seconded by Director Greenberg. After brief discussion the motion was passed by a vote of five to one.

Director Errichetti also reported that after discussions with library staff that there was no uniform procedure for the reconciliation of fines and other fees. He recommended that the item be tabled pending further review. The item was tabled.

There was no report from the Task Force for the History Center and Klein Porcelain Collection

Director Errichetti said he consulted with Ashley Keller regarding her proposal concerning for a possible Cinco de Mayo program. He recommended that the Board of Directors further clarify the purpose and goals of such an event. The recommendation was accepted and the item was tabled.

Director Errichetti volunteered to complete the required tax-exemption forms for the creation of a Library Foundation later this spring.

### **Correspondence and Communication:**

President O'Donnell volunteered to contact Attorney Ganim regarding the bequest of documents to the library

President O'Donnell acknowledged the receipt of a letter from Edith Chung of the Newberry Notable Children's Book Committee acknowledging the selfless work of librarian, Bina Williams, on behalf of this prestigious awards committee. President O'Donnell and the Library Board of Directors expressed admiration for Ms. Williams' professionalism and dedication to the promotion of quality children's literature.

### **Report of the City Librarian**

City Librarian Hughes informed the Board of Directors that phone interviews were held for the position of Assistant City Librarian and the number of candidates has been narrowed to three. City Librarian Hughes informed the Board of Directors that he had offered a letter of support to The Amistad Center for Arts and Culture for their The Baldwin Project application. He also informed the Board of Directors that he had been asked by The Aspen Institute to become a member of the steering committee of *The Connecticut Dialogue on Public Libraries* to be held in Hartford during National Library Week , April 13-17.

City Librarian Hughes and Director Greenberg met with Alan Burger of Library Development Solutions concerning the updating of of the Strategic Plan.

City librarian Hughes informed the Board of Directors that the Civil Service Commission had approved the positions of Assistant Librarian I, Librarian III and Librarian IV

### **Report of Personnel Committee**

Chairman Greenberg informed that the search for an Assistant City Librarian had narrowed and that face to face meetings were scheduled for the upcoming week. The full Board of Directors was scheduled to meet in Executive session on Tuesday March 10 at 5:30 p.m. to begin the evaluation process for the City Librarian

### **Report of Facilities Committee**

Director Errichetti commented that recent options for expansion/renovation of branch facilities should be integrated into the final Facilities Plan. Directors deliberated the publication of an Executive summary versus entire plan. The decision was referred back to the Facilities Committee for further discussion and final recommendation.

Chairman Holden expressed his increasing dismay with the physical condition of the Newfield branch. Director Baraka updated the Board of Directors on the status of the Memorandum of Understanding with the Bridgeport Board of Education regarding the temporary relocation of Newfield facilities to Jettie Tisdale School. She indicated that discussions with BOE counsel, Central Office and School Personnel had been held and that an agreement was being drafted to be presented to the School Governance Council and PTSO for consideration and for approval by Board of Education and the Library Board of Directors. She was hopeful that the move could be made during the month of April.

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

Director Baraka indicated that March 4<sup>th</sup> had been selected for interviews of candidates for Library Director. February 27 was the absolute last day for the submission of letters of intent and resumes.

### **Report of the Outreach/Marketing Committee**

None

### **Governance Committee**

None

### **Report of the Friends**

Director Errichetti reminded the Board of Directors that the Friends of the Library would be supportive of the creation of a Library Foundation

### **New Business**

The Board of Directors affirmed the continued discussion regarding possible lease negotiations

President O'Donnell asked and received an addition to the agenda. He requested that the Board authorize City Librarian Hughes to arrange for the display of the Reconciliation Tree from *In the Steps of Mandela* to be displayed in the lobby of the Burroughs-Saden Library. The Board of Directors unanimously approved the request.

**Adjournment**

A **MOTION** to adjourn was made by Director Greenberg, seconded Director Errichetti and unanimously passed. The meeting was adjourned at 8:52 p.m.

Respectfully submitted,

Anne Cunningham