

**MINUTES**  
**LIBRARY BOARD MEETING**  
**BRIDGEPORT PUBLIC LIBRARY**  
**July 16, 2014**

President O'Donnell called the regular meeting of the Board of Directors of the Bridgeport Public Library to order at 7:15 p.m. in the Board Room of the Burroughs-Saden Memorial Public Library.

PRESENT: Directors James O'Donnell, Thomas Errichetti, Hon. William Holden, Donald Greenberg, Paul Arroyo, Anne Cunningham.

ABSENT: Directors Osborne-Gant, Baraka; City Librarian Hughes

**Public Comment:**

Director Greenberg reminded the Board of the "Party in the Garden" fundraiser, Saturday July 19 to benefit the Black Rock Reading Garden

**Approval of Minutes:**

A **MOTION** was made by Director Errichetti to approve the minutes of the June 2014 meeting and seconded by Director Greenberg. The minutes were unanimously approved.

**Financial Reports:**

Treasurer Errichetti presented financial reports as attached indicating Library Fund City vouchers for approval totaling \$824,529.81. He also presented a comparative budget analysis. 2013/2014 and 2014/2015. A 2014/2015 budget of \$6,829,089 was presented. Director Errichetti is going to ask for further clarification from the city regarding the increase in the health care costs.. He presented and update on non-levy/endowment funds. Director Cunningham volunteered to research the restrictions on such funds to see if their might be more flexibility in their utilization.

A **MOTION** was made by Director Errichetti and seconded by Director Greenberg to approve payment of monthly vouchers in the amount of \$38,758.07 and authorization for future expenses of \$824,529.81( less the \$67,368.00 increase in health benefits pending City clarification). The payment of the vouchers and budget were unanimously approved contingent upon the clarification of benefits.

Director Errichetti reiterated his efforts to clarify the allocation of surplus library funds for the 2013-2014 fiscal year. He hand-delivered a letter to Mr. Sherwood and the City Attorney requesting a response by July 16.

### **Unfinished Business:**

No updated data was presented. The Directors were unable to consider efficacy of Strategic Plan. The evaluation/consideration was postponed until a later date.

Director Errichetti reminded Directors of a discussion of the preliminary facilities plan scheduled for August 6<sup>th</sup> at 5:30 p.m. in the Community Room of Burroughs-Saden Library. He indicated that a report from the task force for the revision of the Acquisition policy would be presented to the Board of Directors at the September meeting.

### **Correspondence and Communication:**

Director O'Donnell indicated that he and Director Errichetti teleconferenced with Mr. Shea of PSEG and that he is confident that the Library needs no further approvals for the Solar Panel Agreement. It will be signed. It is expected that the Board will be provided with any warranties and that energy savings data will be available for use as a teaching tool.

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

There was no report on the City Department head meeting, report on the Table of Organization or discussion of Staff hiring due to the absence of City Librarian Hughes

### **Report of Personnel Committee**

Chairman Greenberg reported that a mediation/arbitration meeting on job descriptions was held on Monday July 7 in Labor Relations. There was a resolution to the to the dispute. The job descriptions were adjusted to clarify qualifications and responsibilities of Librarians 3,4, and 5.

He presented a diagram of the Table of Organization that aligned with the revised job descriptions.

The draft policy statement regarding outside engagement by staff during working hours. was again returned to committee for further discussion.

### **Report of Facilities Committee**

Director Errichetti reported that the report of the Facilities Master Plan was on schedule for later this summer.

There was no further information from the BOE on the interim relocation of the Newfield Branch to Tisdale School.

Director O'Donnell reported that City Librarian Hughes had forwarded him some information regarding the sale of the Charles Smith Center.

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

Director O'Donnell advised the Directors that he had informed Attorney Bradley that his nomination to the Board of Directors had been rescinded.

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

Director Arroyo reported that he met with John Soltis to strategize ways to increase programming throughout the system. Discussions are on-going and the committee will reach out to others for ideas.

### **Report of the Friends of the Bridgeport Public Library**

Director Errichetti, liaison to the Friends, reported that the Friends weekly Book Sale had earned over \$5,000 to date in sales. The Board of Directors clarified and reconfirmed the policy that the Burrough-Saden garage facilities be devoted exclusively to activities of the Friends in affirmation of their commitment to and support of the Library

### **New Business**

At 9:04 pm. The Board voted unanimously to go into Executive Session to consider personnel matters. At 9:50 pm the Board emerged from executive session. It was decided that an August meeting would be held per past practice

### **Adjournment**

A motion to adjourn was duly made, seconded and unanimously passed and the meeting was adjourned at 9:55p.m.

Respectfully submitted,

Anne Cunningham