

**MINUTES  
LIBRARY BOARD MEETING  
BURROUGHS/SADEN LIBRARY**

**December 17, 2015**

President O'Donnell called the regular meeting of the Board of Directors of the Bridgeport Public Library to order at 7:14 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, Anne Cunningham

ABSENT: Directors Baraka, Osborne-Gant and Arroyo

**Public Comment:**

Liz Torres of the Bridgeport Neighborhood Trust gave a presentation outlining the goals and purpose of her non-profit organization. In particular she stressed on-going developmental initiatives in the East End and she expressed a desire to collaborate with the BPL in the development of future facilities.

Librarian John Soltis informed the Board of Directors of the launching of the new online shop on the Library website. He distributed postcards with replica images of products available online. He also detailed the success of a holiday fundraiser, Brandi's Babies, held at the Black Rock Library in conjunction with students from Black Rock School.

**Approval of the Minutes:**

The minutes of the November meeting were unanimously approved pending the insertion of voucher totals and the addition of a line item transfer.

**Approval of Treasurer Report/ Payment of Invoices**

Treasurer Errichetti presented vouchers in the amount of \$129,584.60. He highlighted payments made for graffiti removal at the Black Rock Branch and repairs made on the Bookmobile. He also requested for a line transfer in the amount of \$180,000 from the other services line into the salary account. A **motion** was made by Director Holden and seconded Director Greenburg to approve payment of vouchers and transfers. The motion was unanimously passed.

**Unfinished Business:**

City Librarian Hughes said he will ask Librarian Boyd to report on the process for the reconciliation of cash fines at next month's meeting. Director Errichetti

requested that she describe the process and recommend a procedure if one does not exist. Director Errichetti made a **MOTION**: Cash fines collected be reconciled using available resources and proper checks and balances. The motion was seconded by Director Greenberg and unanimously passed.

The formal approval of the Collection Development Policy and the Library purchasing policy was tabled due to the lack of final copies of said policy for approval.

At the suggestion of President O'Donnell, Director Greenberg made a **MOTION** to appoint a committee comprised of Librarian Soltis, Sara Santos and Nykia Eaddy to conduct a preliminary review of applications and schedule interviews for the position of Assistant City Librarian.

The directors were informed again that the planned improvements for the first floor of Burroughs-Saden were out to bid. Inquiries as to the closing date for bids would be made.

City Librarian Hughes asked whether the relocation of materials from the Historical Collection would be permanent or temporary. He said that if the relocation was permanent it would be prudent to budget for remediation of the area. In view of the new facilities plan, it was the consensus of the Directors that the relocation would be temporary. City Librarian Hughes said he would consult with staff to formulate a plan for the next meeting.

The discussion of the allocation of the book budget was tabled until such time as Librarian Geoffino can be included in the discussion.

### **Correspondence and Communication**

President O'Donnell offered the following **MOTION**: It is with deep regret that the Board of Director of the Bridgeport Public Library accepts the resignation of Director Paul Arroyo effective January 1, 2015. The members of the Board of Directors wish to express their gratitude to Mr. Arroyo for his efforts on behalf of the Bridgeport Public Library and his outreach to the Bridgeport community.. The motion was unanimously, but regretfully, approved.

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

City Librarian Hughes reported that he, Director O'Donnell and Director Errichetti toured several replacement sites for library facilities. He also informed the Board of Directors of the library's inclusion in the prosed development of the Civic Block. He assured the board, however, that there had been no verbal commitment of involvement in the project. He distributed the copies of reports from staff Burroughs-Saden and the branches which summarized programming and staff changes. A report by the facilities supervisor highlighted delays in rennovations at

Burroughs-Saden. President O'Donnell introduced a **MOTION** directing the city librarian to ascertain from all branch managers a list of all current facilities issues and repairs. This list as well as a timeline for their repair will be presented at next month's meeting of the Board of Directors. The motion was unanimously approved.

### **Report of Personnel Committee**

Director Greenburg reported that the Personnel Committee met on December 10 to discuss the implementation of an evaluation procedure for all staff. He presented copies of an evaluation instrument created by the Labor Relations Department of the City of Bridgeport to evaluate the performance of City Supervisors. The document was accepted by the Board of Directors with the understanding that modifications will be made to address specific library duties. A timeline for implementation is still under discussion. An instrument for the Evaluation of the Job Performance of the City Librarian, as well as a timeline for implementation, is still being drafted.

### **Report of the Facilities Committee**

Director Holden scheduled a meeting for December 22 at 5:30 p.m. for a final review of the facilities master plan and arranged for a walkthrough of properties under consideration for the relocation of Library facilities

**Governance/Nominations-** No report

**Outreach/Marketing-** No report

### **Report of the Friends of the Library**

Director Errichetti was pleased to report that Vivian BourdeauX and Kathy O'Shea had received a \$5,000 grant from Dollar General for tablets for use in Literacy initiatives.

A **MOTION** was made to adjourn at 9:17 p.m. and unanimously approved.

Respectfully submitted by,

Anne M. Cunningham