

MINUTES

Bridgeport Public Library Board of Directors
Burroughs-Saden Library

January 21, 2015

President O'Donnell called the monthly meeting of the Board of Directors to order at 7:08 pm in the board room of the Burroughs-Saden Library.

PRESENT: Directors James O'Donnell, Sauda Baraka, Thomas Errichetti, Donald Greenberg, Kenya Osborne-Gant, Anne Cunningham

ABSENT: Hon. William Holden

The MOTION made by Director Baraka to accept the agenda was seconded by Director Greenberg and unanimously accepted.

Public Comment:

Liz Torres of the Neighborhood Trust again addressed the board regarding collaboration on a development proposal for the Civic Block Development in the East End. President O'Donnell accepted a copy of preliminary proposals that had already been presented to the Facilities Committee on January 13th.

Approval of the Minutes:

Director Errichetti made a MOTION to approve the minutes of the December Meeting. The motion was seconded by Director Baraka and unanimously approved.

Financial Reports:

Treasurer Errichetti presented vouchers in the amount of \$31, 562.76 for approval of payment by the Board of Directors. The cost of remediation for a small oil spill in back of Burroughs-Saden surprised the Directors. Director Errichetti also submitted a year-end accounting of non-levy funds in the amount of \$38,947.27 income and \$33, 206.71 in expenses for a year end balance of \$5,740.56. Directors requested Librarian Soltis to follow up on and clarify the donation of the Black Rock Rotary Club to the library. Director Errichetti made a MOTION to approve the payment of vouchers and other financial matters. The Motion was seconded by Director Baraka and unanimously passed by the Board of Directors.

Unfinished Business

The procedures for the collection and remittance of non-levy fees was again tabled pending collaboration between Director Errichetti and Librarian Boyd to develop a procedure.

The Collections Development Policy was unanimously adopted as amended by discussion limiting the purchase of Museum passes to facilities within a one hundred mile radius of Bridgeport. The **MOTION** for adoption was made by Director Baraka and seconded by Director Greenberg.

Revision of the Purchasing Policy was tabled until next month's meeting.

Correspondence and Communication None

City Librarian's Report

City Librarian Hughes reported that he did not attend the City Department Head meeting in January. He informed the Directors that many applications had been received for the position of Assistant City Librarian and that telephone interviews of candidates had been scheduled for the following day (Jan. 22) and next week. City Librarian Hughes told the Board of Directors that he believed that the RFP for improvements to the first floor of Burroughs-Saden had gone out to bid. However, Director Errichetti reported that there still seemed to be some confusion regarding the number assigned to the project by OPM. City Librarian Hughes agreed to ask the maintenance supervisor for a complete list of building and ground maintenance issues and a timeline for their corrective action, as requested by the Board of Directors in a MOTION offered by Director O'Donnell and unanimously passed during the November 19, 2014 meeting of the Board of Directors. Director Osbourn-Gant asked City Librarian Hughes why commercial signage at the Old Mill Green Facility was placed in front of the Library area. He agreed to look into the matter.

City Librarian Hughes deferred to Director Cunningham to report on the relocation of the Historical Collection. Director Cunningham reported that she met with Sylvia Boyd regarding the relocation of several microfiche machines to the second floor reference area to allow greater access to historical newspapers during all library hours. Director Errichetti offered a **MOTION** "to establish a task force led by Director Cunningham to look at the current and future role of the History Center, including applicable technologies and the appropriate display of the Klein Porcelain collection" He recommended that the size and composition of the Taskforce be determined collaboratively by Director Cunningham and City Librarian Hughes. The MOTION was unanimously approved.

City Librarian indicated that he ask for recommendations of book acquisition from staff at the February 12 meeting.

Personnel Committee Report

Director Greenberg recommended to the Board of Directors that the evaluation of the City Librarian be aligned with the strategic plan and he made a **MOTION** “to accept the evaluation instrument modified by the personnel committee as well as the timeline for evaluation.” (Timeline: 2/2 City Librarian submits material, 2/16 Directors complete individual evaluations, 2/18 Board meets in Executive session, 2/25 Meet with City Librarian for feedback, 3/3 final written statement and recommendation for compensation) The Motion was seconded by Director Cunningham and unanimously adopted.

Facilities Committee Report

Director Errichetti offered a **MOTION** for “the Board of Directors adopt the Facilities Master Plan as amended during 12/5/14 meeting” The Motion was unanimously approved.

Director Baraka reported that relocation plans to Tisdale are awaiting response from the BOE attorney . City Librarian Hughes was asked to provide the Board with a copy of the Memorandum of Understanding presented to the BOE

Governance (Nominations) Committee Report

Director Baraka reported that there had been several more applications received for board vacancies. A meeting of the nominations committee was tentatively scheduled for 2/4 for interviews.

Report of the Friends of the Library

Director Errichetti reported that the Friends of the Library had donated \$600 to establish a foreign language collection on the second floor of Burroughs-Saden. Titles in over ten languages are represented. The Friends also made a financial contribution toward Literacy Volunteers housed at the Library.

New Business

City Librarian Hughes advised the Board of Directors of the need to revise the Strategic Plan and to retain consultants to guide the effort . After a brief discussion, the item was tabled for further deliberation.

City Librarian Hughes informed the Board of Directors that he had received a proposal from Ashley Keller in the amount of \$5,000 for a Cinco de Mayo Community Library Fundraiser. At the request of Director Errichetti he agreed to provide the Board of Directors with the details of her proposal.

A **MOTION** was made to establish a task force composed of Directors O'Donnell and Errichetti and City Librarian Hughes to investigate the establishment of a Library Foundation and fundraising initiatives. The Motion was unanimously approved.

A **MOTION** was also made by Director Errichetti to move the discussion of possible library sites to the Facilities Committee. This Motion was also unanimously approved.

A MOTION to adjourn was offered by Director Errichetti at 9:48 pm. and unanimously approved

Respectfully submitted,

Anne M. Cunningham