

## **Minutes**

of the meeting of the Board of Directors  
of the Bridgeport Public Library and Reading Room  
held Wednesday, December 16, 2015 at 7:00 p.m.  
at the Burroughs-Saden Library 925 Broad Street. Bridgeport CT

Present: President O'Donnell, Treasurer/Secretary Errichetti, Directors Brown, Christy, Cunningham, Holden and Osborne-Gant

Absent: Vice President Baraka, Director Greenberg.

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

The meeting was called to order by President O'Donnell at 7:00 pm. The Agenda was amended with two additions under new business. The first was an addition by Director Errichetti concerning the Bridgeport and Milford Literacy Volunteers. The second item concerned programing for the February Public School vacation offered by Director Cunningham. After a **Motion** for adjustment, the agenda was unanimously adopted.

### **Public Comment:**

There was an extended period of public comment. Each of the following speakers addressed the Board of Directors to laud the performance of City Librarian Hughes and his contributions to the community. Gerald Moore, Howard Gardner, Wiley Mullins, Najia Walker, Cornelius Medas, Joseph Ercolano, Kingsley Osey, Tyea Williams, Kevin Muhammad, Calvin Jones, Alice Wiggins, Terry Walden, Philippe Desrosier, Gilbert Davis, Edward Lomax, Lt. David Daniels.

Director Errichetti and Kathy O'Shea spoke against a merger of the Literacy Volunteers.

### **Approval of the Previous Minutes:**

Director Errichetti offered a **Motion** to approve the minutes of the November meeting. The motion was seconded by Director Holden and unanimously passed.

### **Approval of the Treasurer's Report/Payment of Invoices:**

Secretary/Treasurer Errichetti presented vouchers for payment in the amount of \$ 121,209.07. Inquiries were made in regard to payments to Aron Security and the online World Book Encyclopedia. There were no line item transfers. A **Motion** for payment was made by Director Errichetti, seconded by Director Osborne-Gant and unanimously approved.

### **Unfinished Business:**

Director Errichetti informed the Board of Directors that all the appropriate forms had been completed to begin use of the new checking account and that the library had been reimbursed for the fraudulent check. He indicated that he was confident that the error had been rectified and that the new procedures would prevent a similar situation.

#### **Correspondence and Communication:**

None

#### **City Librarian's Report:**

City Librarian Hughes distributed a monthly data report on library usage, as well his monthly report on library activities. He reported that, " Since posting the ad for assistant city librarian the Library has received a couple dozen applicants. The pool has been narrowed down to five potentially viable candidates." Interviews are being scheduled for early January to recommend a candidate for approval by the Library Board for immediate appointment. Assurance of placement of the request to fill the Assistant Librarian position will be discussed at Mayor Ganim's cabinet meeting on Monday, December 21<sup>st</sup>.

He reported that there was a large sign posted near the Newfield Library to direct patrons and he included a picture in his report. "The first floor bathrooms at Burroughs-Saden are 90% complete. The new meeting on the first floor renovation will be held Thursday, December 17<sup>th</sup> at 10am."

He reported that a "community survey had been posted and distributed online via e-blast and social media. Community meetings will be scheduled after the first of the year." Director Cunningham requested that the online survey also be available to patrons in Spanish. Director Hughes said he would see if there was a Spanish version available and have it posted.

He also reported "Pursuant to policy development and current supervisor engagement, staff development opportunities are being identified system-wide."

#### **Report of the Personnel Committee:**

Due to Director Greenberg's absence, there was no Personnel report. However, Director Holden offered a **MOTION** directing the secretary to send a record of the public comment from the meeting to Director Greenberg to inform of public concern. The Motion was seconded by Director Errichetti and unanimously passed.

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

President O'Donnell raised a question regarding the renovation and location of the circulation desk at Burroughs-Saden. He indicated that there was an e-mail indicating a change of plans regarding the location of the circulation desk/literacy volunteer office. City

Librarian Hughes indicated that the circulation desk might be relocated to the second floor for a “single point of sale”. President O’Donnell directed City Librarian Hughes to prepare a plan for the relocation of the Circulation desk for the Facilities Committee to review at their January meeting if he felt that was the best course of action to pursue. Director Christy also offered a **Motion** requesting that City Librarian Hughes and Maintenance Supervisor Baldwin research methods of recovering the circulation desk for durability and design aesthetics and present them at the January facilities meeting. . The Motion was seconded by Director Cunningham and unanimously passed. President O’Donnell indicated that he had not yet received a proposal from Antinozzi Associates under the Facilities Master Plan for preliminary drawings for renovations of new branch locations. He hoped to have them by January facilities committee meeting. City Librarian Hughes indicated that an invitation had been extended to Mayor Ganim to attend the monthly facilities committee meeting on January 12<sup>th</sup>, but had not yet received firm confirmation of his attendance.

President O’Donnell reported that he and Branch Librarian, Nancy Sweeney, continue to attend East End NRZ meetings and seek community input into design and construction of the new Newfield branch.

President O’Donnell indicated that he was still in communication with Sean Carroll in an attempt to determine the insurance status of both current and future library properties.

### **Report of Finance Committee**

City Librarian Hughes distributed a draft of a new Cash-Handling Policy that had been developed. He indicated that he had met with supervisors Aiken, Geoffino, Keegan, Soltis and Sweeney and sought their input. Director Errichetti suggested that the draft be reviewed by the Finance Committee meeting at their January 12<sup>th</sup> meeting.

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

Director O’Donnell asked if the new appointees had been contacted by the Miscellaneous Matters Committee of the Common Council. Neither appointee indicated that they had been. City Librarian Hughes said that he would check to see if they had been referred to the Common Council for approval.

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

Director Errichetti on behalf of the Friends reaffirmed the support of the Friends for the Literacy Volunteers Initiative

### **New Business**

President O’Donnell reminded the Board of Directors that the By-laws of the Library were in need of revision. He said this was particularly timely in view of the Library’s 135<sup>th</sup> anniversary on June 20<sup>th</sup>. Director Errichetti offered a **MOTION** for the Governance

Committee to begin a review and revision of Library By-laws. The Motion was seconded by Director Osborne-Gant and unanimously approved.

City Librarian Hughes distributed a calendar for Library Board and Committee Meetings for the 2016 year. Several errors were discovered. City Librarian Hughes said that corrections would be made and emailed to directors before it was forwarded to the City Clerk for publication.

A **Motion** was made by Director Holden and seconded by Director Cunningham to retain the current officers for the up coming year. The motion was unanimously approved.

A **Motion** was made by Director Holden and seconded by Director Christy to retain the current status of the Literacy Volunteers and their relationship with the Bridgeport Public Library. The Motion was unanimously passed.

Director Cunningham Offered a **Motion** directing City Librarian Hughes to collaborate with branch librarians to plan extensive children's programing for all library branches during the February mid-winter school recess (February 12,13,14 & 16). The motion was seconded by Director Holden and passed.

### **Adjournment**

A **MOTION** to adjourn was offered by Director Holden and seconded by Director Christy  
The meeting was adjourned at 9:19 p.m.

Respectfully submitted by,

Anne M. Cuningham