

## **MINUTES**

of the Meeting of the Board of Directors of the  
Bridgeport Public Library and Reading Room  
held at the Burroughs-Saden Library  
925 Broad Street, Bridgeport, CT.  
on Wednesday, October 17, 2018, at 6:00 p.m.

**Present: Directors O'Donnell, Errichetti, Baraka, Cunningham, Holden, Torres**

**Absent: Directors Greenberg, Osborne-Gant, and Brown**

### **Call to Order:**

President O'Donnell called the meeting to order at 6:09 p.m. A **MOTION** to approve the agenda was accepted by 1<sup>st</sup> Director Cunningham, 2<sup>nd</sup> Director Baraka and unanimously approved.

President James E. O'Donnell made a **MOTION** to approve the September 19, 2018 minutes 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director Baraka and unanimously approved.

President James E. O'Donnell made a **MOTION** to approve the change of wording on record for Executive Session entered on September 26, 2018, Special Meeting. The wording changed to "The Board of Directors did not enter into Executive Session." 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director Holden, unanimously approved.

President James E. O'Donnell made a **MOTION** to approve October 9, 2018, Special meeting 1<sup>st</sup> Director Holden, 2<sup>nd</sup> Director Baraka and unanimously approved.

### **Treasurer's report /Payment of invoices**

Treasurer Errichetti presented a report on library finances, payroll and the fiscal 2019 budget. Treasurer Errichetti stated that payroll variance (actual less than budget year to date) was approximately \$76,000.00, less the \$50,000 line item transfer to Building Maintenance to cover the roof repairs at North and the new fire panel at North, leaving a net variance year to date of \$26,000. A **MOTION** was made to approve Voucher in the amount of \$33,702.58. 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director Holden, unanimously approved.

## **UNFINISHED BUSINESS**

### **Upper East Side Design Building**

Director O'Donnell stated the Board of Public Purchases had met and approved the selection of Antinozzi Associates, Downes and Ashlar Construction for the Upper East Side project.

### **UB Proposed Redesign of Burroughs**

UB's School of Design has offered to evaluate the space utilization of Burroughs. Director Errichetti indicated that he thought the first floor was functional as is currently but that 2<sup>nd</sup> and 3<sup>rd</sup> floor could be evaluated for re-configuration to make them functional. The first floor will remain the same.

**MOTION** - to direct UB School of Design to offer design alternatives for 2<sup>nd</sup> and 3<sup>rd</sup> floor of Burroughs Building for 21<sup>st</sup> Century and future. 1<sup>st</sup> Director Holden, 2<sup>nd</sup> Director Errichetti, approved unanimously

### **East Side Branch Security System Purchase**

Director Baraka had an open discussion as to why Sonitrol has a new contract for \$14,000.00 for East side video surveillance. Director Baraka further indicated the Board needs to look at putting together an umbrella contract for all the buildings that includes hardware, software, and monitoring. Director Baraka inquired why there was not open bidding for the work at East Side Branch. Staff indicated that Sonitrol is used at almost all other locations and would perform a review of the annual cost of using Sonitrol

### **Board Development, Committees, and Recruitment**

Consultant Baldino suggested the library cultivate sponsors of Library initiatives. Director Cunningham stated any suggested names and contact information for a Library Foundation Directors be forwarded to her. Director Cunningham stated she would put together a list of prospects. Director Cunningham also stated the library needs to have a handout for prospective Foundation Board members.

### **Correspondence and Communication**

Director O'Donnell stated the general liability insurance for the library was renewed on April 1, 2018.

Director O'Donnell reported that the Fairfield Probate Court has approved the interim account for the Saden Trust submitted by its trustee, Walter Flynn.

### **Library Consultant and Assistant City Librarian's Reports**

Interim City Librarian E. Braithwaite completed the Best Practices in Connecticut Public Libraries Self Study. It is a study by experts in the state to guide libraries toward 21st-century practices and principals. This study

includes a checklist of Library activity. Interim City Librarian Braithwaite assessment report on the library indicated the library meets 77% of the best practices benchmark. Scores also included 90% of essential benchmark numbers and 73% Enhanced benchmark numbers. Overall the library has done well in providing essential and enhanced resources and library services 86% but need to look at facilities and staff where it was 67% and 53% respectively. The self-study results closely reflect the issues that the library has been addressing.

City Librarian Braithwaite also discussed the filtering of computers in the library to save 85-90% on fiber maintenance and operations and internet. The library would have control over the filtering. Child computers would have to be filtered for harmful content such as child pornography and obscene images. Director Holden inquired if the filtering is not utilized would it affect the grant. Interim Librarian E. Braithwaite stated the library would have to have an internal filter to get the 90% E-Rate discount. Director Baraka asked for clarification of what the filtering entailed. Director O'Donnell thinks the library should look into it.

Interim City Librarian Braithwaite also reported the library fall programming kickoff outlining the various programs and activities being generated.

Interim City Librarian Braithwaite stated the library would also receive a grant in the amount of \$40,000.00 to cover the cost of installation of fiber to the Lower East Side location for the first year of fiber operations and maintenance costs.

BPCL Consultant B. Baldino presented a report regarding the pricing of shelving and furniture for the new Newfield Branch. W.B Mason has state contract for furniture and shelving. Prosystems Installation, Inc will install the shelving. She further stated 1255 Central Ave out of ground foundation will be completed in the next week.

BPCL Consultant Baldino presented a report concerning the storage and selling of the library's artwork. Consultant Baldino stated she received two notices from Auction Houses expressing interest in the same five paintings. Four of the paintings have been on loan to the Barnum Museum for some years. The value of the paintings is estimated between \$30,000.00 and \$45,000.00. Fairfield Auction House is interested in purchasing a painting on the 2<sup>nd</sup> floor of Burroughs Library known as "Sheep in the Field." This painting is valued between \$15,000.00 and \$25,000.00.

**MOTION** - to sell painting from Historical Collections known as "Sheep in the Field." 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director Torres, approved unanimously

Consultant Baldino wants to obtain additional price quotes concerning the storage of valuable artwork before proceeding any further.

Consultant Baldino further reported they are continuing to work on the vintage book project. Andre O'Connor, the Library assistant, has been creating an inventory for vintage books housed in 2<sup>nd</sup> floor stacks. The inventory is 80% complete. Some of these books may be sold on E. Bay. Consultant Baldino indicated they still have not found a home for the Calloipean Society Book collection. Consultant Baldino indicated it is hard to find an institution to house 1500 books.

Consultant Baldino discussed City Monitoring (Security) Program with Scott Appleby who stated the Building Monitors are paid \$17.00 per hour and have portable radios and city-issued cell phones. The monitors do not have guns.

Consultant Baldino stated a Homeland Security assessment was done on all the library branches. She further stated she would have a report that will be forthcoming for the Board of Directors concerning the recommendations for the Burrough Building at a later date.

## **Building Committee**

### **Newfield**

Consultant Baldino indicated Newfield Branch construction work is coming along as scheduled. The basement work is completed finished, and they are building up the walls. Director Errichetti indicated library is responsible for testing the materials during construction and needs the services of an engineer. Three quote for material testing services were secured and Test-Con was the low bidder. Additionally Antinozzi recommended using Tom Torrenti for the Engineering testing services.

**MOTION-** to affirm the hiring of Test-Con to provide material testing services at New Newfield Branch Library and pay for such services from Bonded Funds - 1<sup>st</sup> Director Holden, 2<sup>nd</sup> Director Errichetti, unanimously approved. A second

**MOTION** was made to affirm the hiring of Tom Torrenti for Engineering services not to exceed \$6,000.00 1<sup>st</sup> Director Holden 2<sup>nd</sup> by Errichetti, unanimously approved.

### **Lower East Side**

Director O'Donnell discussed the idea to have a community board with Bilingual information. Director O'Donnell further stated the library should pursue the plan to install an electronic billboard that can be monitored.

Director Errichetti reviewed the three quotes submitted for fencing for the Shelton St parking lot.

**MOTION** was made to hire ABC to install the fence for \$4,200.00 using non-levy funds to expedite installation 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director Holden, unanimously approved.

The Board had a lengthy discussion concerning the naming of East Side location. Director Baraka proposed the library should be named after a person within the community. Director Cunningham suggested the name should be for the location. Director Errichetti indicated the initial name for the branch opening should be East Side Branch Library. A **MOTION** was made to name the branch the “East Side Branch Library for the branch opening 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director Holden. The **MOTION** was not unanimous. The **MOTION** was amended by the Board to use the name temporarily for the grand opening and may be changed at a later date if requested. Unanimously approved.

### **1277 Stratford Ave**

Director Baraka is concerned about issues with the additional cost of repairs and the landlord. Consultant Baldino indicated there is another leak in the building that needs repairing. Director Baraka suggested the closing of 1277 Stratford Avenue. Director Errichetti agreed with Director Baraka. A **MOTION** was made to close Lower East side building at 1277 Stratford Avenue by December 1, 2018, for the transition. 1<sup>st</sup> Director Torres, 2<sup>nd</sup> Director Errichetti, unanimously approved.

### **Burroughs Building**

Director Errichetti provided an update on the children’s renovations. The painting is complete. The new lighting and new carpeting are not yet underway. Carpeting will begin after the 10/24/18 Halloween party.

Director Errichetti stated the Purchase Order for Story time room shelving had subsequently been approved in the City system and therefore there was no need to use non-levy funds for the purchase. A **MOTION** was made to rescind the motion to pay for the shelving with non-levy funds. 1<sup>st</sup> Director Holden, 2<sup>nd</sup> Director Errichetti, unanimously approved.

Director O’Donnell had stated the acoustics are very poor in the current teen center/community room on the first floor, and there is concern about acoustics if the carpeting is removed on the second floor. A quote to perform a study of acoustic issues for the 1<sup>st</sup> and 2<sup>nd</sup> floor was received from Acoustic Distinctions, and submitted to the board. It was determined that two additional quotes should be secured and it was recommended that the study be paid for with non-levy funds to entice one potential vendor to bid on the study. A final decision will when a vendor is selected.

### **Black Rock Branch**

The Board has been exploring the replacement of carpet flooring on lower level due to occasional water backup during heavy rains. Two quotes were received. The Board decided in the interim to remove all the basement carpeting. A

**MOTION** was made to remove all the basement carpeting by 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> by Director Holden, unanimously approved.

### **Report of Governance Committee**

Director Baraka indicated Governance Committee meeting would be held on November 14, 2018, at 6:00 p.m.

### **Report of Finance Committee**

Director Errichetti indicated he has nothing new to report other than what was stated in the prior report.

### **Personnel Committee**

Interim City Librarian Braithwaite presented a staffing report to the Board members for review. Director Errichetti stated the staffing chart was incomplete. Director Errichetti and Director Baraka noted the need for more clarification as to the location of staff and staff duties. Ms. Braithwaite indicated that she would interview current employees to understand their current job duties and compare those duties with needed duties to better develop a staffing chart.

### **Marketing Committee**

No report.

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

The VHS to DVD transfer equipment in the Historical Collections Department has been set up and tested and is ready for public use. The Friends annual meeting will be held on October 24, 2018 at the North Branch Library. Bina Williams, Children's Librarian at North, will be the keynote speaker.

### **New Business**

Director O'Donnell indicated the need to resolve our relationship with Public Facilities and the proposed parking solution at the North Branch Library as previously discussed at other meetings. There is inadequate parking when all of the athletic fields are in use and the library is open, resulting in illegal parking. A resolution of the Library's participation in assisting with a solution to this problem is needed in order to secure the services Nick Masciangelo, Construction Services, back into the fold to assist with on-going library

projects. Our contribution toward the parking solution would be a payment of \$32,000.00

**MOTION-** to allow Director O'Donnell to meet with Public Facilities Director John Ricci to negotiate library contribution toward North Branch parking improvements relative to ball fields and other library parking lot signage and improvements with a contribution not to exceed \$32,000 toward that effort, and retain the continuing services of Nick Masciangelo for library construction projects – 1<sup>st</sup> Director Errichetti 2<sup>nd</sup> Director Holden. Directors Errichetti, Holden and Cunningham voted in favor, Directors Baraka and Torres voted against. Motion carried.

### **Executive Session**

The Board of Directors entered Executive Session at 9:15 p.m. The Board of Directors came out of Executive Session at 9:22 p.m.

### **Motion to Adjourn**

Director Errchetti made the **MOTION** to adjourn at 9:23 p.m. The **MOTION** was 2<sup>nd</sup> by Director Holden and unanimously accepted.