

## 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 July 18, 2018 at 6:00 p.m.

Present: Directors O'Donnell, Errichetti, Baraka, Greenberg, Holden, Torres, Osborne-Gant and Brown

Absent: Director Cunningham

### **Call to Order:**

President O'Donnell called the meeting to order at 6:09p.m. Director Baraka offered **MOTION** to approve the agenda. The motion was seconded by Director Errichetti and unanimously approved

### **Presentation:**

A verbal report was given by Mr. Nick Masciangelo regarding the selection of the developer of the Upper East Side Branch. Mr Masciangelo indicated that the team of Ashlar Construction, Antinozzi Associates and Downs was unanimously favored by the selection team. Mr. Masciangelo will follow up with Purchasing to get the building process started.

A **MOTION** was made by Director Baraka to ratify the selection committee's decision to select the proposal of Ashlar Construction Antinozzi Associates and Downes to construct the Upper East Side Library Building -The motion was seconded by Director Holden, unanimously approved

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

Treasurer Errichetti presented a report of library finances and final budget. The Budget report was reviewed by members of the Board of Directors which highlighted invoices and payouts. The total budget amount is \$1,056, 079.82.

A **MOTION** to approve vouchers totaling \$1,056,079.82 was made by Director Errichetti. Director Osborne-Gant approved the motion. The motion was seconded by Director Greenberg, unanimously approved

### **Unfinished Business**

Director Baraka had contacted Ms. Linda Torres to take minutes of Library Board meetings. She has accepted.

A **MOTION** to retain Linda Torres as minutes recorder for regular and special meetings @ \$100.00 per session, if extended over 3 hours the rate will be \$25.00 per hour was made by Director Baraka. The motion was seconded by Director Errichetti, unanimously approved.

Director O'Donnell read portions of the Strategic Plan suggesting minor corrections. Director O'Donnell indicated to the Board of Directors a revision to insert new value of wording under Shared Values. Director O'Donnell noted change to read as follows "We are dedicated to Excellent, Efficient and Responsive Patron/Customer Service,"

A **MOTION** to adopt Strategic Plan as revised for minor changes was made by Director Errichetti. The motion was seconded by Director Holden, unanimously approved

Consultant Baldino gave an update to the Board of Directors concerning retention of a new security firm. Ms. Baldino has been in prior contact with Aron Security and several other firms approved by the State of Connecticut. Ms. Baldino stated two security firms have submitted quotes to her. Ms. Baldino will submit these quotes at the next meeting on August 15, 2018

Consultant Baldino further stated the LED lighting in Children's library/former POP is on order.

### **Correspondence and Communication**

Director O'Donnell received a letter from State of Connecticut Judicial Branch Supreme court. This letter was read to the Board of Directors. Director O'Donnell will do a follow-up on the letter.

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

BPL Management Consultant Baldino indicated more roof /structure issues with the temporary Newfield site. Ms. Baldino was directed to get quotes for the repairs and discuss the repairs with the landlord, indicating we will do the repairs and deduct from the rent.

Consultant Baldino also discussed the securing additional LSCA grants for Burroughs in the current cycle. Ms. Baldino indicated to the Board of Directors there are currently

two LSCA grants open for Upper East Main and Newfield. Only two grants can be open at one time. Therefore another LSCA grant cannot be applied for at this time. When one of the other grants is finished then another one can be applied for and submitted.

Assistant City Librarian Soltis asked if employees can be reimbursed for attending Library related conferences. The Board of Directors discussed when reimbursement of training and conferences should be provided to library employees. Director Baraka and Director Osborne-Gant noted the Board of Directors has discussed this issue before but no one could recall the specifics of the policy.

Director O'Donnell requested Assistant City Librarian Soltis to review the Collective Bargaining agreement and prior minutes regarding the Training and Conference Reimbursement.

The summer reading program was discussed and preliminary observations indicate that participation is up over prior years. The programs presented by Senii Akinlade have been well attended.

The Board of Directors acknowledged the services of Senii Akinlade during the summer reading program and that a letter of acknowledgement will be sent to him.

### **Building Committee**

The status of the various construction projects was reviewed. Work on Lower East Side has commenced, although Ashlar has not provided the required Performance Bond, which is forestalling our ability to pay his invoice.

A **MOTION** was made by Director Errichetti to make a payment in the amount of \$20,000.00 to be paid to Ashlar Construction as an advance for good faith from non-levy funds. This motion was seconded by Director Holden - unanimously approved

Work has also begun on Newfield and a groundbreaking of August 1 is tentatively scheduled.

Director Errichetti noted the work will be started shortly on the lower East Side building. Director Errichetti presented two types of ceiling tiles for Board of Directors to review and approval. The Board of Directors selected Ultima Drop tile frame which was unanimously approved.

A **MOTION** to authorize Director Errichetti to sign board approval for money to complete contract development agreement for the guaranteed amount of \$6,085.025.00 was made by Director Greenberg. The motion was seconded by Director Holden, unanimously approved

### **Finance Committee**

The fiscal 18-19 budget as approved by the Board has been loaded into MUNIS, per confirmation from OPM.

### **Governance Committee**

A Governance Committee will be held July 24, 2018 at 5:30 PM to discuss updated policies on various matters.

### **Personnel Committee**

No report.

### **Marketing Committee**

The marketing committee is scheduled to meet August 1, 2018 unless bumped by tentative ground breaking ceremony for Newfield.

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

The Friends have secured copies of Bill Gates latest book, which will be used in conjunction with a library card drive, coordinated by Assistant City Librarian John Soltis and a Friend's representative. The Friends have funded the ABCD History project (\$3,000) and is coordinating its financial support for the summer reading program (\$4,000) with Branch Manager Keegan.

### **New Business**

The Board of Directors entered Executive Session at 8:00. The Board of Directors came out of Executive Session at 8:16p.m.

A **MOTION** to continue the paperwork to hire interim city librarian, who will be introduced at Newfield groundbreaking on 8/1/18 was made by Director Holden. The motion was seconded by Director Errichetti, unanimously approved

### **Motion to Adjourn**

Director Holden made the **MOTION** to adjourn at 8:22p.m. The **MOTION** was seconded by Director Baraka and unanimously passed