

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, December 19, 2018, at 6:00 p.m.

Present: Directors O'Donnell, Errichetti, Baraka, Holden, Greenberg,
Cunningham

Absent: Director Osborne-Gant, Director Torres, Director Brown

Also Present: Assistant City Librarian John Soltis; BPCL Consultant B.
Baldino; City Librarian Braithwaite

Call to Order:

President O'Donnell called the meeting to order at 6:07 p.m. A **Motion** to accept the agenda was made by 1st Director Holden, 2nd Director Greenberg: unanimously approved.

Approval of Minutes

A **Motion** was made to approve the minutes of the Regular Meeting of November 13, 2018. 1st Director Errichetti, 2nd Director Cunningham: unanimously approved.

Treasurer's report / Payment of invoices

Treasurer Errichetti submitted vouchers for approval totaling \$250,646.76 for Library materials with the exclusion of voucher #1 ABC Fence Company in the amount of \$4,200.00 (fence for East Main Street Parking) which was previously approved for payment out of Non-Levy Funds at prior Board Meeting on October 17, 2018. The Vouchers amended total amount is \$246,446.76 respectively. A **Motion** was made to approve payment of vouchers in the amount of \$246,446.76 1st Director Greenberg, 2nd Director Errichetti: unanimously approved.

Director Errichetti submitted a request of Budget Line Transfer in the amount of \$57,135.00 from Library Publications to Library Subscriptions to cover Ebsco, Tutor.com, Newspaper Archive and Library Passes. A **Motion** was made

to approve line of transfer Budget Request in the amount of \$57,135.00, 1st Director Holden, 2nd Director Errichetti: unanimously approved.

Director Errichetti submitted a summary to Board of Directors for review concerning Payroll Budget. The payroll budget was based upon annualized salary and current staffing with step increases and overall annual basis. Director Errichetti asked Interim City Librarian Braithwaite for her input concerning year to date operating costs. Interim City Librarian Elaine Braithwaite gave an overall review of the budget for salary and expense which included all branches and locations.

Director Errichetti stated he has applied for Solar installation agreements for the East Side, Newfield, Burroughs/Saden, and North locations. Black Rock area is too dark to put up solar.

Director Errichetti indicated he does not have a report for Non- Levy or Endowment Funds .

A **Motion** to approve Treasurer's Report 1st Director Holden, 2nd Director Greenberg: unanimously approved

Unfinished Business

Upper East Side Building

Director O'Donnell provided an update on the status of the upper east side contract. The City Attorney's office is drafting the agreement based upon the agreement used for Newfield. Director O'Donnell stated the prior design for Upper East Side could not be used. Antinozzi Associates will provide a new design and is ready to redesign the building subject to contract changes. The City needs a stamp of approval for the State Grant requirements and building design.

Library Foundation

Director O'Donnell indicated that the paperwork to form the Foundation has been prepared but he has not created the entity or filed the paperwork until we have identified potential Board members. Director Errichetti suggested scheduling a separate meeting of the entire Board to address Foundation creation issues. Director O'Donnell indicated he would contact other members of the board to get a consensus of date and time when everyone can meet.

Burroughs/Saden Modification

BPCL Consultant Bernadette Baldino had some cost estimates to construct a door and walls between the teen center and the community room. Before considering those estimates she was asked to get a quote to alternatively create a wall from teen center to State Street wall to expand the teen center into the Community Room for possible space for a new "marketplace" on the first floor at Burroughs.

Assistant City Librarian John Soltis gave an update to the Board concerning the Interior design being created by UB students. Assistant City Librarian Soltis stated he has not had any success contacting the Professor. He further indicated they would not be working during the Christmas vacation. He will continue to make phone calls.

Black Rock Branch

Assistant City Librarian John Soltis gave a verbal report to the Board of Directors concerning the Remediation and Drainage problem. He stated they could not get the basement water problem resolved. An engineering study may be needed but Assistant City Librarian is going to look for Black Branch renovation documents to see if drainage issues were mentioned.

East Side Branch

The Renovation of the property is very close to completion and should be ready to open as soon as a Certificate of Occupancy is obtained. BPCL Consultant Bernadette Baldino is working on signage for the location. The Board favors signage that is multilingual indicating “library”.

BPCL Consultant B. Baldino stated there is some confusion about the actual name of the library. She indicated it is called East Side Branch.

A **MOTION** was made to unify the library name for all branches except for the Burroughs /Saden Library. All libraries to be named Branch Library, except the main Burrough/Saden Library. 1st Director Holden, 2nd Director Greenberg: Directors Holden and Greenberg voted AYE; Directors Errichetti, Baraka and Cunningham voted NO. The **MOTION** failed.

Director Errichetti and Director Baraka think the name was previously decided. Director Errichetti stated a motion was made in a prior October Board meeting. Director Baraka found the **Motion** in October 17, 2018, regular minute meeting The motion was confirmed and stated as such “**Motion** to name the Lower East Side library to be called East Side Branch Library for branch opening 1st Director Errichetti, 2nd Director Holden. The **Motion** was not unanimous. The **Motion** was amended to temporarily use the name for the grand opening with the option to change the name, at a later date if requested and was unanimously approved.”

Strategic Plan Update

Assistant City Librarian John Soltis stated the Bergers would also print the Strategic plan in Spanish, but the library has to send them the translated version. The Board discussed the possible use of someone on staff or voluntary translators/or interpreters to help translate.

Correspondence and Communication

Director O'Donnell received an FOI request from the Build and Trade Council inquiring about the projects for Newfield and Lower East Side. Director O'Donnell questioned if letters were submitted into the portal. City Librarian Braithwaite stated last time she checked there was nothing in portal.

Library Consultant and Assistant City Librarian's Reports

Assistant City Librarian's Report

City Librarian Braithwaite submitted a written report concerning preparations for East Side opening.

The grand opening is scheduled for February 1, 2019. The invitations are being sent out by Evite and will be done by the end of December. A soft opening will happen as soon as the Certificate of Occupancy is received and it is confirmed that all telecom and operational issues are in order – hopefully by mid January.

City Librarian Braithwaite submitted the operational hours from the prior Old Mill Green for the Board's review. Director Errichetti stated the original plan for the hours was to have at least two locations open each night. Director Errichetti made a **Motion** to adopt former Old Mill Green hours for the new East Side Branch, 2nd Director Baraka: unanimously approved.

New Shelving is expected to arrive in the Children's room at Burroughs/Saden on 12/26/18 and will take two days to complete the work. The room will be closed during that time and signs will be posted for the public.

Interim City Librarian Braithwaite indicated the library continues to look for locations where library service can be provided in the East End during the construction period, including but not limited to the Taylor Center and Blessed Sacrament Church.

City Librarian Braithwaite indicated the Library was notified it is one of 50 libraries selected for participation in American Creed Community Conversation Project. The library received a grant for \$300.00. She further stated the grant would help to support events and activities that engage patrons with the idea of unifying American Creed. Programming will take place during the grant term January to August 2019.

Report on Facilities

BPCL Consultant B. Baldino stated there are a couple of things that need to be worked on at East Side Branch. The East Side branch needs a lot more lighting on the exterior side of the building. She further stated she contacted Scott Appleby at Homeland Security Office and asked him to do a security assessment. The assessment should happen within the next two weeks. BPCL

Consultant B. Baldino stated this would give us a better idea of where cameras and lightening should be installed.

BPCL Consultant B. Baldino indicated East Side has a serious dumping problem and it is a cost expense to the library to remove garbage. She stated signs were put up warning No dumping garbage or will be fined or arrested. The signs hopefully will alleviate that cost.

A **MOTION** was made to repair and paint exterior building of East Side Branch Library the same color (Santa Clara Blue) as the Burroughs/Saden Board Room. 1st Director Errichetti, 2nd Director Holden: Directors Greenberg, Holden, Errichetti and Cunningham voted AYE; Director Baraka voted NO. The **MOTION** was adopted by a majority.

Director Errichetti stated the RFP/Q for Phase II of the East Side branch is in the works. Nick Masicangelo has done a walkthrough of the second floor and basement and will draft the RFP/Q for our January meeting.

BPCL Consultant B. Baldino stated the Fire Marshall did a fire inspection walk through the East Side Branch and the branch was approved.

City Librarian Braithwaite submitted an acoustics evaluation report to the Board members for review from SH Acoustics, however, she has not had an opportunity to review its recommendations.

Report of Governance Committee

None

Report of Personnel Committee

Interim City Librarian Braithwaite discussed the Management Contract for Personnel with the Board. Director Greenberg stated employees with 20 hours are mandated to join the union. Employees with less than 20 hours are not mandated. Director Greenberg also discussed the work schedule and stated employees could be moved to different branch locations within the same week as needed with proper notice without violating the union contract. Interim City Librarian Braithwaite concurred that it is correct.

Report on the Marketing Committee

Staff will make recommendations and give to Interim City Librarian Braithwaite concerning marketing. Director Cunningham stated she thinks the library needs broader public information.

Director Cunningham requested stats for the number of programs offered in each location and how many people attend them.

Report of Friends of the Library

Director Errichetti indicated the VHS/DVD conversion equipment has been set up in BHC and ready for public use. He also stated a Gees Bend quilt was donated to the library for Newfield Branch, and it is ready to be put up on the wall.

New Business

Director O'Donnell addressed the new upcoming 2019 New Year Calendar

A **MOTION** to adopt a tentative schedule of regular Library Board meetings for the 2019 calendar year to be held on the 3rd Wednesday of each month at 6:30 p.m., subject to further review by all Board Directors: 1st Director Greenberg, 2nd Director Cunningham. Directors Greenberg and Cunningham voted AYE; Directors Baraka, Errichetti and Holden voted NO. The **MOTION** failed.

A **MOTION** to adopt a schedule of regular Library Board meetings for the 2019 calendar year to be held on the 3rd Wednesday of each month to begin at 7:00 p.m. and be limited to two hours: 1st Director Greenberg, 2nd Director Baraka: Directors Baraka, Cunningham Errichetti and Greenberg and voted AYE; Director Holden voted NO. The **MOTION** was adopted by a majority.

Executive Session

A **MOTION** was made to enter into Executive Session at 8:15 p.m. with only Directors in attendance to discuss pending litigation and possible acquisition of real estate. 1st Director Errichetti, 2nd Director Greenberg: adopted unanimously. The Executive Session ended at 8:29 p.m.

A **Motion** to adjourn was entered at 8:29 p.m 1st Director Holden, 2nd Director Greenberg: unanimously approved.