

## 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, April 17, 2018 at 5:30 p.m.**

**Present:** Directors O'Donnell, Errichetti, Holden, Cunningham, Baraka, Osborne-Gant ,  
Director Greenberg  
Interim City Librarian Baldino

**Absent:** Director Brown, Director Torres (\*\*Director pending Common Council approval)  
Common Council Liaison Roman-Christy

The Meeting began with all Directors participating in an Executive Session pursuant to CGS S1-200 (6)(A) to hear a report from Bradbury Associates: re City Librarian Search and the appointment of a City Librarian.

### **Call to Order**

The directors came out of Executive Session at 7:15 p.m. President O'Donnell called the meeting to order at 7:21 p.m. Director Errichetti offered a **MOTION** to approve the agenda

### **Approval of Minutes**

A **MOTION** was made by Director Greenberg and seconded by Director Holden to approve the Minutes of the March 28 meeting without amendment. The Motion was unanimously approved.

### **Treasurer's Report/ Payment of Invoices**

Treasurer Errichetti reported that the salary variance for the fiscal year was \$193,031.07 to date. Treasurer Errichetti presented vouchers for the month of April in the amount of \$28,280.76. Directors questioned the difference between the website payment for Jan to Jun in the amount of \$12,000 and two separate website maintenance vouchers in the amount of \$720.00 and \$1,320.00 Interim Assistant City Librarian Soltis said he would inquire about the difference and report back to the Board of Directors at the next meeting. The Directors deferred payment of the maintenance fees until that time. Director Errichetti offered a **MOTION** to pay vouchers in the amount of 26,240.76. The Motion was seconded by Director Greenberg and unanimously approved.

### **Unfinished Business**

- Interim City Librarian Baldino said that Facilities Supervisor Baldwin was absent and unable to obtain price quotes for LED conversion of fixtures in the Burroughs-Saden Children's Room and Community Room
- No action was taken in looking for a new security firm.

- No contact was made with contact Telesco Services regarding the employment of a professional recorder for Library Board meetings.
- Interim City Librarian Baldino informed the Directors that she would be forwarding via email a final draft of the strategic plan with input from staff and board by the end of the week and that the agreement with the consultants included costs of printing

### **Correspondence and Communication**

Interim City Librarian Balding shared a letter from Scott Appleby regarding the Armed Security Guard Proposal with the Directors

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

Interim City Librarian Baldino reported that the library van was in need of serious repairs and recommended that a new van purchased. Director Errichetti made a **MOTION** to start the paperwork for the purchased of a new Library Van in the amount on more than \$30,000 from a CT Department of Administrative Service approved vendor. The MOTION was seconded by Director Holden and unanimously approved.

Interim City Librarian Baldino lauded the efforts of the Department of public works and Construction Management, especially Director Masciangelo, in the renovation of the temporary Newfield location at 2177 Stratford Avenue. She outlined the schedule for relocation and reopening of the Newfield site and the closing of the Old Mill Green location. She also lauded the efforts of Librarian Sweeney in “above and beyond “ her job in assuring a smooth Newfield transition. She recommended a public opening in a few weeks to inform the public of the new location. Director Greenberg offered a **MOTION** to hold the May Board of Directors meeting at the new Newfield location. The motion was seconded by Director Holden and unanimously approved.

President O'Donnell took the opportunity to express both his and the gratitude of the Board of Directors to Ms. Baldino for “suspending her retirement, stepping into the breach and extending her service to the Bridgeport Public Library that she loves. Her dedication to the library and the important role it in plays in our community was evidenced in everything she did to both preserve its legacy and lead it forward.”

She reported on landscaping efforts at Burroughs-Saden made by the Groundworks Project and volunteers from People's Bank.

### **Report of Facilities Committee**

Interim City Librarian Baldino reported on a leak at the 2177 Stratford Ave property and reported to the landlord. She informed the Directors that the contract for the Newfield Renovation Project had not yet been signed. It appears that the City of Bridgeport's plan for conservation and development had expired and that a waiver was needed before the State Librarian could sign the contract. President O'Donnell also needed to clarify language with the City Attorney's Office.

Discussion of construction impacting library property on Shelton Street was discussed. Director Errichetti requested that The Facilities Supervisor procure bids for the paving of the lot.

### **Report of Finance Committee**

None

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

Director Baraka forwarded copies of the Safety and Security Policy, Code of Conduct and FOI to Directors for review. She updated the Directors on the Committee's discussion of the Security policy.

### **Report of Personnel Committee**

None

### **City Librarian Search Committee**

Director O'Donnell informed the Board of Directors that process of selecting a new City Librarian was proceeding with the selection of semifinalists and interviews being arranged.

### **Report of Marketing Committee**

None

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

Director Errichetti reported that the Friends group was looking to recruit more volunteers and had been working with a fraternity from Sacred Heart University.

### **New Business**

Director Errichetti made a **MOTION**, which was seconded by Director Greenberg, for Directors only to enter into Executive Session to discuss the interview process and appointment of a new City Librarian and pending litigation. They emerged from Executive Session at 10:35. No action was taken

### **Motion to Adjourn**

- Director Holden made the MOTION to adjourn at 10:37 pm. The Motion was seconded by Director Errichetti and unanimously passed. The meeting was adjourned at 10:37 pm.

Respectfully submitted by,

Anne Cunningham

Ass't Secretary