

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 20 , 2017 at 6:00 p.m.**

Present: Directors O'Donnell, Errichetti, Christy, Cunningham, Greenberg, Brown, and Baraka

Interim City Librarian Baldino
Common Council Liaison: Christy

Absent: Directors Holden, Osborne-Gant

Call to Order

President O'Donnell called the meeting to order at 6:13 pm. Director Baraka made a **MOTION** to accept the agenda. The Motion was seconded by Director Greenberg and approved by all Directors present. A **MOTION** was made by Director Baraka and seconded by Director Greenberg to approve the Minutes of the Special Meeting held on December 5, 2017. The Motion was unanimously approved. A **MOTION** was offered by Director Baraka to approve the minutes of the December 12th Special Meeting pending the inclusion of the dates for the submission and consideration of applications for the Board position vacated by the resignation of Director Christy. The Motion was seconded by Director Greenberg and unanimously approved. Director Baraka offered A **MOTION** to approve the minutes of the November 15th monthly meeting. The MOTION seconded by Director Greenberg and unanimously approved.

Treasurer's Report

Director Errichetti reported on the payroll variance in the budget through December 15 2017. Due to our inability to fill requested positions there remains a surplus of \$232,222.06 in the salary line.

Payment of Invoices

Director Errichetti presented monthly vouchers for approval in the amount of \$191,734.35. Highlighted expenses were \$100,000 encumbrance for book purchases, \$7500 for snow removal through 2018, an \$8,889.83 voucher for additional fire alarms at Burroughs-Saden and payments for Zumba, yoga, and crochet instructors. A **MOTION** for payment was made by Director Errichetti, seconded by Director Greenberg and unanimously approved.

Unfinished Business

- Directors continued an ongoing discussion regarding the temporary relocation of the current Newfield Branch to property at 1277 Stratford Avenue until the completion of the remodeled design of the original branch building. Mr. William Coleman of the Office of Planning and Economic Development and Mr. Thomas Coble of public facilities were present to update the Board of Directors on the progress of demolition and planning for the Civic Block. Mr. Coble informed the Directors that the Building Department would absorb the cost of materials and labor for plumbing and layout reconfiguration at the 1277 site. Interim City Librarian Baldino estimated that relocation expenses would be \$15,000 for painting and carpeting and \$9,000 for the moving and storage of books.

Mr. Coleman reiterated the desire of OPED officials and the City to support the Directors in their determination to deliver uninterrupted library service to the residents of the East End. He and Mr. Coble outlined the sequence of demolition and construction that will be occurring during both library construction and that of the Civic Block. Interim City Librarian described the deteriorating condition of the present facility as well as its proximity to the construction zone.

Director Baraka expressed several concerns regarding the move. She expressed concern about the additional cost and the use of ‘Funds that could be used for children’. She worried that the building at 1277 was in foreclosure and how that would affect the library and that the Library may not have exclusive use of the property. She wondered how long it would take to get in and reminded the Board of Directors that “the Library was the last anchor on the East End’. There was desperate need in the neighborhood for access to computers and a safe place for children. Despite these facts, because the building was in foreclosure she did not believe it would be a good move.

Director Greenberg said that, although the move would cost the Library more money, it would be a better location. He said that the community needs the Library and the Civic Block. The City had been very cooperative and let us remain at the present location, but that situation is no longer tenable. Along with providing a better location for current library services, we should do what we can to facilitate the construction of the new building.

The question of a change of use zoning permit for the 1277 Stratford Avenue location was raised. Mr. Coleman indicated that that (securing the permit) was an over-the-counter transaction and he offered “to go to the counter with you”.

Director Greenberg introduced a **MOTION** to enter into a twelve month lease, subject to breaking if a Certificate of Occupancy is obtained earlier, for the exclusive use of the property at 1277 Stratford Avenue by the Bridgeport Public Library effective when the building is cleared and approved by zoning for library use. The **MOTION** seconded by Director Errichetti and passed after a roll call vote. (Voting AYE Directors Greenberg, Errichetti, Cunningham Voting NAY Directors Baraka, Brown)

- Interim City Librarian informed the Board of Directors that she had received quotes for the exterior rehabilitation and securing of the current Newfield Building. However, in light of the approval of the prior MOTION any discussion was moot at the present time.
- Interim City Librarian Baldino informed the Directors that the LED upgrades at all locations were finished.
- With regard to the review of policies and the Strategic Plan, she said that she would have the policies scanned and sent to the Directors on the following day.

Correspondence and Communication

NONE

City Librarian's Report

Interim City Librarian Baldino gave the Board of Directors an update on facility issues. She informed the Board of Directors that the furnace at Burroughs-Saden was fixed on December 6 at the cost of \$8600.00 and that heating and security issues remain a concern at the current Newfield Branch. She continues to search for an acceptable rental property for the temporary relocation of the Old Mill Green property due to the sale of its current location. She provided the Board of Directors with information on container buildings as requested by Director Errichetti.

She informed the Board of Directors that the restoration of the display of the Klein Collection had been completed and that Ms. Sally Shernow, Mr. Klein's great niece, had scheduled a visit on December 21st to view the collection. Mr. Ortiz and Ms. Van Tuyl continue to organize materials in the stacks in order to compile an inventory of all library art and manuscript materials.

She updated the Board of Directors on the events held by community partners at the BPL. Events were held by LifeBridge, The God Team, and the League of Urban Gentlemen.

She has distributed an Emergency Procedures Guidebook to each staff member and provided training in Evanced (room booking) software and working with an interpersonal communications specialist to provide staff training during January.

She reiterated the fact that staffing vacancies have not been filled despite repeated requests. She proudly lauded the yearly perfect attendance records of Librarians Vivian Bordeaux, Luis Rodriguez, Paula Keegan and Library Assistant Sherrell England. The Directors requested that the dedication and loyalty of these staff members be publicly acknowledged on the Library website.

Interim City Librarian Baldino informed the Directors that Acting Assistant City Librarian Soltis was now in charge of adult programming at Burroughs-Saden and that he was arranging a panel discussion and other community events for Black History Month. Mr. Soltis said that there would be a soft roll out of a new website in mid January

Report of Facilities Committee

The City Fire Marshall advised the architects of the new Newfield facility that if basement public assembly rooms were to be included in the design of the new facility then a sprinkler system would be required at additional expense. Since a separate community room had already been planned for the facility, this extra space was not considered essential. Director Errichetti offered the **MOTION** to proceed with the plans for the Newfield Library without the sprinkler system, but to request a proposal for the cost of an installation at a later date. The Motion was seconded by Director Baraka and unanimously approved.

Report of Finance Committee

Director Errichetti reported that an object code for the bonding monies had been set up.

Report of Governance (Nominations) Committee

Committee Chairwoman Baraka requested that Acting Assistant City Librarian Soltis place an advertisement for a resident to fill the Library Board vacancy in the CT Post. She agreed to forward a copy of the previous notice to him for placement in the paper. Applications would be due by December 30 with action during the month January.

Report of Personnel Committee

No report

City Librarian Search Committee

In the absence of Director Holden, Director Green berg reported that they had held a Skype interview with the search firm of Bradbury Miller Associates and recommended that they be retained to assist in the search for a new City Librarian. The fee would be \$24,000 and they would be able to start in early February. Director Greenberg offered the **MOTION**, subject to the procurement of written third bid, the Board of Directors retain the services of the search firm, Bradbury Miller Associates. The MOTION was seconded by Director Errichetti and passed by vote of four to zero with one abstention (Voting AYE: Directors Greenberg, Errichetti, Brown and Cunningham Abstention: Director Baraka)

Report of Marketing Committee

In the absence of Chairwoman Osborne-Gant, Director Cunningham reported that Chairwoman Osborne-Gant had identified three local firms to interview for the BPL marketing initiative. Director Osborne-Gant was ready to schedule interviews pending the identification of a budget and clarification of strategic goals for the marketing project.

Report of the Friends of the Library

Director Errichetti informed the Board of Directors that a scrabble tournament was being considered as a fund raising project.

New Business

- President O'Donnell distributed a copy of the 2018 calendar of Monthly and Committee Meetings of the Board of Directors for discussion and approval. A

MOTION to approve the calendar was offered by Director Errichetti, seconded by Director Baraka and unanimously approved.

- Director Cunningham informed the Directors that the Library had received a \$5,000 grant to purchase dual language books and dictionaries to add to the libraries collection. This grant was made possible through the generosity of the Vernon Library Supplies Company and would be used to purchase early childhood materials in Arabic, Haitian Creole, Portuguese, Spanish, and Kurdish. The materials will be used for a family readaloud programs scheduled in the springtime.
- Director Errichetti brought to the attention of the Directors a computer program that help patrons realize the monetary value of their library transactions. He suggested that it might be a program that we might use to convey the economic value of the library to the lives of Bridgeport's residents. Interim City Librarian Baldino suggested that the information be given to Librarian Aiken to pursue its applicability to the BPL.

Motion to enter into Executive Session

Director Greenberg offered a MOTION for Directors only to enter into Executive Session at 8:25 pm for the purposes of discussing litigation. The Motion was seconded by Director Errichetti and unanimously passed. The Directors exited Executive Session at 8:40pm. No action was taken.

Motion to Adjourn

Director Baraka offered a MOTION to adjourn at 8:42 pm. The Motion was seconded by Director Greenberg and unanimously passed. The meeting was adjourned at 8:43 pm.

Respectfully submitted by,

Anne Cunningham
Ass't Secretary