

## 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, February 21, 2018 at 6:00 p.m.**

**Present:** Directors O'Donnell, Errichetti, Holden, Cunningham, Greenberg, Baraka, Osborne-Gant (entered 6:14pm), Torres (\*\*Director pending Common Council approval)

Interim City Librarian Baldino  
City Council Liaison: Christy

**Absent:** Director Brown

### **Call to Order**

President O'Donnell called the meeting to order at 6:02 pm. Director Baraka made a **MOTION** to amend the agenda to include fifteen minutes of public comment to hear from members of the community. The Motion was seconded by Director Holden and unanimously passed. A **MOTION** to accept the amended agenda was made by Director Errichetti, seconded by Director Greenberg and approved by all Directors present. A **MOTION** was made by Director Holden to approve Minutes of the January 17 meeting with corrections. The Motion was seconded by Director Greenberg and approved by all Directors present

### **Public Comment**

Members of the East End community addressed the Board of Director to stress the importance of the continuation of library service in the East End until the completion of the renovation of the Newfield Branch. Rev. Kenneth Moales addressed issues regarding the temporary relocation of the current Newfield Branch. Informing the Board of Directors that he would not charge the library for storage space, nor rent during the renovation period should the library chose to enter into a lease for property at 1277 Stratford Avenue until a certificate of occupancy for the renovate Newfield Branch Library. Mr. Keith Williams, president of the East End NRZ, also reiterated the need for continued library service in the East End and urged everyone to work together.

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

Treasurer Errichetti presented monthly vouchers in the amount of \$101,405.95 for approval. Highlighted was authorization of allocation of \$59,800.00 to Aron security for a period from January to June. Director Cunningham asked for clarification of a \$500.00 payment for anticipated services to a staff member under the "Grassroots Historians" program. She requested a written description of the history and scope of the program. Director Cunningham made a **MOTION** to defer payment of the Grassroots Historian line

item until the program and policy was clarified and to approve the payment of vouchers in the amount of \$100,905.95. The Motion was seconded by Director Errichetti and passed by a vote of five to one, with Director Greenberg voting against the Motion.

## **Unfinished Business**

- There was a lengthy discussion regarding the status of the current Newfield branch. Interim City Librarian Baldino reminded the Directors of the continuous problems with heating, flooding and potable water. President O'Donnell commented that there were only three options: 1) to close it and await the opening of the renovated branch library, 2) to spend money to renovate a building that will ultimately be torn down or 3) to move the branch temporarily to the property at 1277 Stratford Ave. All Directors believed that the current location was not a safe place for patrons or staff and that action must be taken. It was suggested that the building be closed and that service be continued via bus passes and Bookmobile services. Director Baraka disagreed with relocation. She said that the Board had obtained a proposal for renovations of the current location and that relocation was not cost efficient nor in the library's best interest. It would necessitate several moves. Previous discussions with Rev. Moales had resulted in an agreement of a flexible lease for 6 to 9 months that would make the expenditures of renovations versus relocation relatively comparable. Director Greenberg offered a **MOTION** to accept Reverend Moales offer of facilities for relocation pending inspection of the ability to make it safe, habitable and functional. The MOTION was seconded by Director Errichetti. The Motion was carried by a vote of five to one. ( Aye: Errichetti, Holden, Cunningham, Greenberg, Osborne-Gant Nay: Baraka)
- The Directors were updated on the LED conversion. Interim City Librarian Baldino said that work on the LED conversion had been completed with the exception of the community and the children's room at Burroughs-Saden which required larger fixtures. Director Errichetti suggested that the cost of these fixtures be obtained and that the project be concluded.
- Interim City Librarian Baldino provided the Director with copies of updated policies on Collection development and Room Use Policy for their perusal. They were referred to the Governance Committee for review and further consideration.
- Interim City Librarian Baldino informed the Directors that the staff has had little time to provide input into Strategic Plan and she suggested that this work be put off until such time as a new City Librarian is appointed.

## **Correspondence and Communication**

President O'Donnell informed the Board of Directors that he had received communications from parties interested in assisting in the artistic embellishment of new library properties and that he would keep the Board of Directors informed as communications proceeded.

## City Librarian's Report

Interim City Librarian Baldino reported that various facilities repairs have been expeditiously handled and gave an update on the progress of the new Newfield branch. She informed the board that architectural drawings had been completed and that fire and engineering permits had been obtained. She and Librarian Sweeney were working with the interior design team to keep the cost of the interior fit up within budget. A sample timeline has been created. She said that official notice to vacate the premises currently occupied by Old Mill Green by April 30<sup>th</sup> and that the effort to identify other locations has been unsuccessful. She has been in contact with Mr. Alan Wallack, Facilities Manager of the BOE, concerning a sub-lease of the Parents Center. She informed the Board of Directors that she has contacted National Library Relocations Inc. for quotes on the two relocations.

She informed the Directors that the paperwork for all staffing positions requested in July 2017 had finally been signed and that she and Librarian Soltis were reviewing staffing needs in order to prioritize the most crucial hiring needs.

A plan for updated security, prepared by Scott F. Appleby, Director of the Office of Emergency Management at the request of Interim City Librarian Baldino, was given to the Board of Directors. Although Mr. Appleby was present to make a presentation, it was determined that the proposal needed to go to committee for review. Director Baraka offered a **MOTION** that a Special Meeting of the Board of Directors be held to review the proposal would be held. The Motion was seconded by Director Osborne-Gant and unanimously approved.

She reported that Mr. Ben Ortiz has finished his work on the Klein Collection and is working on assessing the condition and status of the library art and artifacts housed in the stacks. He will give a full report of on which items may be withdrawn, deaccessioned, restored and retained in the collection. Interim City Librarian Baldino recommended that art that is not aligned with the Library's mission be auctioned and the profits returned to the History Center for the purpose of the preservation and acquisition of other materials. She also recommended that a portion of the monies be used to secure climate-controlled space for preservation of other important art works. The same process, she explained, would be used to deaccession single copy books donated to the Library via a "Vintage" book sale.

Ms. Baldino has asked Mr. Ed Locke, an experienced book collector/dealer to assess the value of the numerous books donated to the library. After he has completed his survey, a determination of whether books should be retained, sold or discarded will be made. Director Baraka made a **MOTION** that a vintage of book be given as a book award to a graduating senior at a public Library ceremony in June. The Motion was seconded by Director Holden and unanimously approved.

Ms. Baldino informed the Board of Directors that she has met with students from the Occupational Therapy Department of Sacred Heart University who are undertaking a project to assess the needs of the homeless patrons at the library and the needs of staff in addressing their concerns. She presented the Directors with copies of the Interior Design

Plans for Burroughs-Saden created by University of Bridgeport Graduate Students. Director Baraka offered a **MOTION**, seconded by Director Errichetti, to recognize the students of UB Design School for their innovative designs. Ms. Baldino also advised the Board of Directors that she was attempting to schedule a meeting with the new director of DDSD.

### **Report of Facilities Committee**

Monetary issues regarding the construction of the Newfield Branch were discussed. Director Errichetti brought to the board's attention a bill for \$21,000 regarding water table issues at the site. Director Errichetti offered a **MOTION** which was seconded by Director Greenberg for a change order to be billed to Antinozzi Associates. The Motion was unanimously approved. Director Errichetti also offered a **MOTION**, seconded by Director Greenberg, to authorize a total of \$158,000 in reimbursement and payment of fees for the Newfield construction. The MOTION was unanimously passed.

### **Report of Finance Committee**

Director Errichetti reported that after a meeting with City officials it was agreed that the 1.3 mill assessment would be used for the 2018-19 budget and that the Operating Budget should be prepared based on that figure. The Capital Budget should also be prepared, keeping the necessary bonding in mind. Interim City Librarian Baldino and Acting Assistant Librarian Soltis were tasked with preparing the budgets with the assistance of Director Errichetti

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

President O'Donnell welcomed Eric Torres, a newly nominated member of the Board of Directors. Mr. Torres will be attending all meetings, but not voting, until his confirmation by the City Council.

### **Report of Personnel Committee**

None

### **City Librarian Search Committee**

Director O'Donnell informed the Board of Directors that the advertisement for the position of City Librarian would be posted nationwide on the following day. He asked Assistant City Librarian Soltis to post it on the Library website.

### **Report of Marketing Committee**

Director Osborne-Gant said that she has identified a number of marketing firms and awaited a Board approval of a dedicated marketing budget.

## Report of the Friends of the Library

Director Errichetti informed the Board of Directors that the Friends group was looking to expand their volunteer base and are looking specifically for volunteers to assist in the online sale of books and in writing grants. The Friends will be financially supporting the summer reading program and programs in cultural diversity.

### New Business

- Director O'Donnell asked permission of the Board of Directors to secure matching funds from a charitable trust in the amount of \$3,000 for **We Are Artists Everyone: The Art Center in Action, 1070-1986** application for a Connecticut Humanities Council Implementation Grant. Director Errichetti offered a **MOTION**, seconded Director Greenberg, to authorize the expenditure of \$3,000 in funds, should Director O'Donnell efforts be unsuccessful. The Motion was unanimously passed.
- Director Errichetti offered a **MOTION** suggesting an 80%-20% split in funds acquired through the sale of deaccession books by the Friends. The Motion was seconded by Director Greenberg and unanimously passed.
- Director Baraka offered a **MOTION** to have a professional record the Minutes of the Library Board Meetings. The Motion was seconded by Director Errichetti, passed and referred to the finance committee for implementation.

### Motion to Adjourn

- Director Holden offered Director Baraka a **MOTION** to adjourn at 8:09 pm. The Motion was seconded by Director Greenberg and unanimously passed. The meeting was adjourned at 8:10 pm.

Respectfully submitted by,

Anne Cunningham  
Ass't Secretary