

## 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, January 17, 2018 at 6:00 p.m.**

**Present:** Directors O'Donnell, Errichetti, Holden, Cunningham, Greenberg, Brown, and Baraka  
Interim City Librarian Baldino

**Absent:** Director Osborne-Gant  
Common Council Liaison: Christy

### **Call to Order**

President O'Donnell called the meeting to order at 6:17 pm. Director Holden 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 Greenberg and seconded by Director Errichetti to approve the minutes of the December 20 2017 monthly meeting. The MOTION was approved by a vote of six to one with Director Holden in abstention.

### **Treasurer's Report**

Director Errichetti presented the Directors with an end of the year accounting of the salary variance through 1/20/2018. The total saving of \$311,174.76 was adjusted by the transfer of \$135,000 (\$90,000 and the current request of \$45,000) to the publications account. A **MOTION** was made by Director Errichetti to transfer \$45,000 from the salary account into the publications account. The MOTION was seconded by Director Baraka and unanimously approved. President O'Donnell indicated that a separate voucher be presented to the Board of Directors for each transferal request. Treasurer Errichetti also made a **MOTION** to transfer of \$15,000 from Other Services to the Maintenance Account to address the expenses of repair of the boiler at the Burroughs-Saden Library. The MOTION was seconded by Director Greenberg and unanimously passed. This left a current balance of \$18,000 in that budget line.

Director Errichetti distributed a spreadsheet of the balances as of 7/31/2017 in library endowment funds and their specified use. After a brief discussion the Board of Directors determined that as a public institution that any expenditure of designated endowment funds be referred to the Finance Committee for discussion, recommendation and documentation of the use of funds.

### **Payment of Invoices**

Director Errichetti presented monthly expense vouchers for approval in the amount of \$66,291.82. Highlighted amounts were \$1200 for quarterly webpage maintenance and

\$6000 for the creation of an improved webpage. Director Cunningham inquired why a new webpage was necessary. Assistant City Librarian indicated it hadn't been done for a while and the improved site would be more accessible for patrons and staff. Several Directors expressed concern that such improvements may be in conflict with the intention of the Board of Directors to employ the services of a marketing firm to publicize library programming. Directors Cunningham and Errichetti requested that Librarian Soltis solicit three bids for webpage maintenance and development to ensure responsible use of library funds. \$20,215.38 was allotted as a reimbursement for the purchase of the lot on Shelton St. \$1000.00 for four programs at the North Branch and \$675 for three months of arts and crafts classes at the Black Rock Branch. The **MOTION** for payment of all vouchers in the amount \$66,291.82. was made by Director Errichetti, seconded by Director Greenberg and unanimously approved.

Director Baraka made a **MOTION** to amend the agenda to allow the Board of Directors to consider the replacement of materials at the Newfield Branch due to a broken water pipe. Director Holden seconded the motion and it was unanimously approved. Interim City Librarian Baldino recommended that funds from the endowments for the purchase of juvenile materials as well as those specifically directed toward Newfield be used to replace destroyed materials. Of special concern was the replacement of the Early Learning Station for preschoolers. Ms. Baldino estimated the cost at \$1050 plus shipping and handling. Director Holden, at the behest of Ms. Baldino, offered a **MOTION** to utilize \$1050 from the Mary Ellen Conkling Fund to replace the Early Learning Station. The Motion was seconded by Director Errichetti and unanimously approved. Ms. Baldino also informed the Board of Directors that it was estimated that it would cost about \$6100.00 to replace the hard covered books ruined in the flood and asked that endowment monies be used to replace them. Director Errichetti expressed concern that staff was unable to provide a current account balance from the Baker and Taylor Company so that current funds could not be used for replacement. Interim City Librarian Baldino explained that the lack of timely reports from the company prohibits an exact figure on the balance remaining on the purchase order. Director Errichetti also expressed concern about the absence of a current collection development policy. He asked if a procedure could be put in place so that book ordering could be monitored and each department/branch allotted a number. He made a **MOTION** to authorize the expenditure \$6100 in funds to replace the hard covered children's book collection at Newfield. The Motion was seconded by Director Greenberg and unanimously approved.

## **Unfinished Business**

- Interim City Librarian Baldino received a signed contract from Rev. Moales, but she indicated that she did not know if the premises had yet been completely vacated. President O'Donnell informed the Directors that he had not been able to contact Mr. Coleman regarding the zoning change of use.
- The Directors were updated on the LED conversion. Interim City Librarian Baldino said that work on the LED conversion was wrapping up at Burroughs-Saden and that the system would be put to the test.

- Copies of Library policy were still being collected and would be available by the middle of next month.
- A date has been set for the completion of staff input into the strategic plan.

### **Correspondence and Communication**

President O'Donnell informed the Board of Directors that he had been in communication with the department of Occupational Therapy at Sacred Heart University and had passed the information regarding possible collaboration along to Ms. Baldino.

Interim City Librarian Baldino informed the Directors that the library had received a thank you note from Mrs. Shernow for her tour of the Klein Porcelain Collection.

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

Interim City Librarian Baldino gave the Board of Directors an update on facility issues. She said that the freezing temperatures and weather conditions had not been kind to Library facilities. There were water and heating problems at almost every location. A broken water main outside of Burroughs-Saden led to lack of water and the closing of the library. It has temporarily been fixed, but Aquarion will need to complete a permanent fix. A broken water pipe caused serious damage to the children's collection at the Newfield branch. Black Rock had uneven heating problems and there were roof leaks at both North End and the Upper East Side location. All problems were remediated.

Interim City Librarian Baldino indicated that she had a Friday meeting with Dr. Sidana, the new owner of the current Old Mill Green property, regarding the timeline for the relocation of the facility. She asked President O'Donnell to attend. Ms. Baldino said they had been unable to find a suitable and affordable site for relocation of the facility. She had been in contact with Mr. Alan Wallack regarding the joint use of the BOE Parents Center facility. With a less than ideal layout for a library facility, at best it would be a temporary neighborhood location.

Once the temporary Newfield facility is vacated, Interim City Librarian Baldino said that she will contact National Library Movers to schedule the move. She expressed concern that they will be available on such short notice, which might future delay the transfer of location.

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.

Ms. Baldino also indicated that she had asked Mr. Ed Locke, an experienced book collector/dealer to assess the value of the numerous old books donated to the Library by various people over the years. 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 during the closure of the Newfield Library Librarian Sweeney catalogued the private bequests of the BPL and recorded their intended purposes.

She has a meeting at 4 pm on Thursday January 18 with City Attorney Chris Meyer, President O'Donnell and other Executive staff regarding the requested Library appointments. Director Greenberg expressed his frustration with the lack of cooperation from the City regarding filling vacant positions, funding of budget and the assessment of debt service for debt that had not been incurred.

### **Report of Facilities Committee**

Director Holden reported that discussions continue with City Departments and other parties of interest as we proceed with the replacement of two East Side /East End branches and the opening of a third (Technology Center.)

### **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.

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

Committee Chairwoman Baraka informed the Board of Directors that due to the fact that the advertisement of the vacancy on the Board of Directors had not been placed as expected, the interviews of potential candidates at a Special Personnel Committee meeting would be postponed until the 23<sup>rd</sup> of January. She indicated that she had already received four Letters of Intent.

### **Report of Personnel Committee**

Discussions proceed on filling the twelve positions still vacant

### **City Librarian Search Committee**

Director Greenberg informed the Board of Directors that the principals of the Search Committee would be in Bridgeport on February 5<sup>th</sup> to tour the facilities. They will meet with the Board of Directors at Burroughs-Saden for 6 to 7 pm. Electronic questionnaires will also be sent for Directors to fill out.

### **Report of Marketing Committee**

Assistant City Librarian Soltis reported that there has been a 25%-35% increase of “Likes” on BPL Facebook page.

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

No report

### **New Business**

- The Directors agreed on a date for an informal discussion of immediate goals and strategic plans.
- They agreed to a special building committee meeting on Tuesday, January 30 at 5:30pm

### **Motion to Adjourn**

Director Holden 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