

**MINUTES**  
**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, August 16, 2017 at 6:00 p.m.**

**Present:** Directors O'Donnell, Errichetti, Christy (entered 6:13 pm), Cunningham, Greenberg, Osborne-Gant

Interim City Librarian Baldino

**Absent:** Directors Baraka, Brown, and Holden  
City Council Liaison Salter

**Call to Order**

President O'Donnell called the meeting to order at 6:07 pm. A **MOTION** to alter the order of the agenda was made by Director Osborne-Gant to allow for the administration of the oath of office to Director Greenberg so that he could fully participate in the meetings. Director Cunningham seconded the motion and the motion was unanimously approved.

**Administration of the Oath of Office.**

President O'Donnell duly administered the oath of office to Director Greenberg, whose appointment had been approved by the Common Council

**Approval of the Minutes:**

A **MOTION** to approve the Minutes of the Special meeting of the Board of Directors held on July 6th was made by Director Errichetti and seconded by Director Greenberg. The Motion was unanimously passed. Director Greenberg also made a **MOTION** to approve the minutes of the July 19<sup>th</sup> monthly meeting was made by Director Greenberg, seconded by Director Errichetti and unanimously approved.

**Treasurer's Report**

Director Errichetti presented the Board of Directors with a yearly accounting of income and expenses from the Non-Levy Account. The income for the 2016-2017 fiscal year was \$73,346.00 and expenses were \$29,309.00 leaving a surplus of \$44,037.00 for the year. He projected a tentative budget for the 2017-2018 on an income of \$68,500.00 and projected expenses of \$54,500.00. Director Errichetti explained that the increase in expenses included expenses for the summer reading program and expenses incurred in the search for a permanent Director. Director Cunningham asked how many books had been read during the summer reading initiative. Interim City Librarian Baldino said she would find out.

He also gave the Directors a report on the current status of spendable endowment funds. He explained that the Library currently receives interest from approximately 1.5 million invested in Treasury notes. Therefore, there is a total of approximately \$338, 153.81 that might be invested in securities with a greater return.

He also gave the Directors a printout of the laddered treasury notes of the Saden bequest which averaged a return of 2.393% He also distributed a printout of current yearly expenses for total salaries and utilities by location. He indicated that savings incurred by the hiring freeze accounted for half of the current surplus.

### **Payment of Invoices**

Director Errichetti presented a **MOTION** for the approval of amended monthly vouchers in the amount of \$ 202,041.30 which included the monthly voucher for July (153,041.30), (\$15,634.29) in re-approval of vouchers of previous fiscal year that had not yet been paid and (\$14, 314.00) in previously approved payments from non-levy accounts. He also requested that \$20,000 be allotted for the initial rental payment and relocation expenses of the Newfield library to the facilities on Stratford Avenue. Director Greenberg seconded the **Motion** and it passed by a vote of four (Errichetti, Greenberg, Christy, Cunningham AYE) to one (Osborne-Gant NAY)

### **Unfinished Business**

- Director Errichetti informed the Board of directors that he had made contact with several financial investors whose names had been suggested by Interim City Librarian Baldino, and was arranging a meeting with them. He asked the Board of Directors if they preferred a meeting of the finance committee or the whole board of Directors. It was the consensus of the Board that the Finance Committee should hold the preliminary discussions.
- Interim City Librarian Baldino informed the Board of Directors that materials for the LED light upgrade were on order and that the project was proceeding
- She also informed the Board of Directors that the warranty for the Burroughs-Saden roof had been restored and that the leak would be repaired.
- She informed the Board of Directors that the project of cataloging and evaluating the Klein collection will begin shortly and should be finished by the first of the year. She also indicated that she would arrange for a viewing by his heirs as soon as practically possible.
- She reported that she had not received the key for inspection purposes for the property on Stratford Avenue and that the engineering report indicated that the floor could bear the weight of the books. Director O'Donnell said that he had drafted the lease, but had not been able to get in touch with Reverend Moales except by telephone.
- Director Errichetti offered a **MOTION** empowering Interim City Librarian Baldino to sign the lease on behalf of the Board of Directors once it had been signed by the owner. The MOTION was seconded by Director Greenberg and passed by a vote of four (Errichetti, Greenberg, Christy, Cunningham-AYE\_ and Osborne-Gant -NAY)
- The Board of Directors reconfirmed the time and date of the Board Retreat (September 23, 9am-12pm) and Interim City Librarian was designated to arrange for a facilitator for the meeting.

### **Correspondence and Communication -None**

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

Interim City Librarian Baldino reported that the public elevator at Burroughs-Saden Library would be out of order for several weeks due to major repairs to the shaft. A contractor, G Pic, is expected to repair the front entrance and driveway of Burroughs during the Week of August 14<sup>th</sup>. She

informed the Board of Directors that she had obtained a quote for \$133, 404 for the renovation of the Children's room at Burroughs-Saden.

She spoke of parking problems in back of Burroughs-Saden and asked the Supervisor of Facilities to obtain three bids on a security arm for the back lot. and had contacted the parking authority to have designated handicapped parking spaces near the children's room.

She informed the Board of Directors that the application for the State Library Construction Grant for the new Newfield branch had been completed and that she was in the process of collecting the appropriate signatures and approvals (City Council) She also informed the Board that due to the age of the original building approval of the State Historic Commission must be granted. She was told that the city engineer's report cleared the property for library relocation to 1277 Stratford Ave. She also received a proposal for National Library Relocations for the cost of the relocation.

She once again recounted her attempts to get approval to fill vacant positions. And she recommended that we continue to keep the libraries open on summer hours until the vacancies can be filled.

Director Errichetti asked her to establish clear procedure for the September fine amnesty program and report on its financial impact.

#### **Report of Facilities Committee**

Director Errichetti discussed the numbers presented by the architects for the demolition v. remediation of the Upper Eastside property. He advised the Board that he would have a comparative analysis for September's meeting. Several items concerning the construction and design projects were discussed: the need to hire a surveyor and lawyer for the merger of the adjoining lots at Newfield and Upper East Main Street, notify Mr. Nkwo of the reaffirmation by the board of Directors to repay the requested bonding.

#### **Report of Finance Committee**

Director Errichetti said that he would try to anticipate the financial needs of the library during the 2018-2019 in light of the anticipated new facilities. He indicated that he was increasingly concerned with having the funds to both build/renovate and run two "new" facilities.

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

President O'Donnell thanked newly re-appointed Director Greenberg for his commitment to the Library, his perseverance and devotion to its work during the long weeks of the confirmation process. President O'Donnell said he would inform the City Clerk of the administration of the oaths when made by all of the recently approved directors and receipt of a letter from the Office of the City Clerk confirming the approval by the City Council at its recent meeting.

#### **Report of Personnel Committee**

Since there had been no action on library staff appointments for the past six months, Director O'Donnell questioned how a recent appointment had been made when the Library appointments, under the statutory authority given solely to the Library Board continue to be ignored. He emphatically called for maintaining the fiduciary duty of the Library Board to insist the City of Bridgeport act upon the Board of Director's appointments.

### **City Librarian Search Committee**

Acting City Librarian reminded the Board of Directors that six months of her year long contract had passed and that the search for a replacement must get underway. A search firm must be selected and a budget allocated

### **Report of Marketing Committee**

Director Osborne-Gant informed the Board of Directors that she will be scheduling a meeting and informing all Board Members. A marketing firm must be selected and a budget allocated.

### **New Business**

- The Directors discussed the likelihood of a budgetary shortfall during the next fiscal year and discussed preparations for a budgetary referendum during the upcoming November election. Discussions centered on staffing, funding and paperwork for such an initiative.
- Interim City Librarian Baldino again encouraged the formation of a library foundation and expressed her willingness to serve when her present employment ended. Director Errichetti and Director O'Donnell were filing the proper paperwork and Directors were asked to suggest names of other community members who would be willing to participate.

### **Motion for adjournment**

Director Errichetti made a **MOTION** for adjournment at 8:07p.m. The motion was seconded by Director Christy and unanimously approved. The Meeting was adjourned at 8:09 p.m.

Respectfully submitted by,

Anne Cunningham  
Ass't Secretary