

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, September 19, 2018, at 6:00 p.m.

Present: Directors, O'Donnell, Errichetti, Baraka, Cunningham, Holden, Torres

Absent: Directors, Greenberg, Osborne-Gant, and Brown

Call to Order:

President O'Donnell called the meeting to order at 6:01 p.m. **MOTION** to approve the agenda was accepted by 1st Director Errichetti, 2nd Director Holden and approved unanimously

President James E. O'Donnell administered the oath to reappointed Directors Cunningham and Errichetti and to recently appointed Director Torres.

Treasurer's report / Payment of invoices

Treasurer Errichetti presented a report on library finances, including the fiscal 2018 activity of the Endowment Funds and the Non-Levy funds. Significant expenditures of Endowment Funds were highlighted. The vouchers totaling \$105,819.69 were presented for payment. Director Errichetti requested approval of payment of vouchers.

MOTION - to approve vouchers totaling \$105,819.69 1st Director Holden, 2nd Director Cunningham, approved unanimously.

Director Baraka discussed the Budget's column pages with Interim City Librarian Braithwaite and Director Errichetti concerning an outlined format. President O'Donnell indicated said format was easy to follow. Director Baraka stated there is a standard format in place at the Library that Elaine can view. Interim Director Braithwaite noted she would do so.

Unfinished Business

BPL Consultant Baldino gave an updated report to the Board of Directors concerning retention of Security guards. Consultant Baldino informed the Board of Directors she has been in contact with security firms approved by the

State of Connecticut. Ms. Baldino indicated she was trying to set up meetings regarding costs but to no avail. The Board objects to using the City's newly formed Security force. She will continue to evaluate Security firm alternatives. Director Baraka indicated she is opposed to hiring retired police officers or ex-military as security guards

Interim City Librarian Braithwaite stated background checks on security personnel will be performed and/or reviewed.

Library Consultant and Assistant City Librarian's Reports

Interim City Librarian presented a report of Library activity since her arrival. Director Errichetti and Consultant Baldino emphasized the need for cultural training to address staff/patron positive interaction. BPL Consultant Baldino suggested cultural training would be arranged in the near future. Closure of the Librarian system will insure that all staff attend the training, which will be mandatory. A date in the future will be approved Director Errichetti suggested some capital improvements might be coordinated with the closure.

MOTION - to expedite approval to BPL Management Consultant Baldino to hire a firm for sensitivity training without an approved amount. 1st Director Errichetti, 2nd Director O'Donnell, approved unanimously.

BPL Consultant Baldino presented three price quotes for North Branch roof repair. The Board members reviewed the quotes of Dr. Roof \$24,500.00, A & L Contractors \$27,000.00 and Weatherproofing Technologies for \$189,000.00.

MOTION - to accept Dr. Roof quote of \$24,500.00 for North Branch roof repair services 1st Director Errichetti, 2nd Director Holden unanimously approved

Director Errichetti discussed his conversations with Public Facilities regarding the parking problems at the North Branch due to the ballfields at Puglio Park. A plan to develop more parking spaces was presented as well as improved signage. Public Facilities had asked for financial support (\$32,000) toward the creation of 25 additional spaces

MOTION - to approve the amount of \$32,000.00 toward parking lot expansion, improved signage, and re-stripping of parking lots or Park Department to put up no parking and towing signs. 1st Director Baraka, 2nd Director Cunningham Denied - Director Errichetti in Favor, Baraka, Holden, Cunningham, and Torres Against- O'Donnell did not vote.

Building Committee

Newfield

Director Errichetti indicated Newfield Branch construction is coming along. Two invoices have been submitted by the contractor but remain unpaid pending a PO being issued by the City. Staff continue to work with the City to get the PO Issued. Construction Services has located a vendor to perform the Concrete testing required at Newfield.

Lower East Side

Director Errichetti indicated that the Fire Marshall will not allow the Elevator shaft to be installed during this phase of construction (estimated cost of \$16,000. Ashlar Construction will use the savings to install dual pane security we suggested using the cost savings to install a better quality dual pane windows on the front of the building. Otherwise construction is coming along. Additionally, Interim City Librarian is getting fencing quotes for the Shelton St parking lot. Paving of the lot will need to go before zoning, and drainage issues will need to be considered.

1277 Stratford Ave

The roof repair at 1277 Stratford Ave have been completed and seem to have corrected the problem.

Upper East Side

The Developer selected for the Upper East Side location has not been reviewed by the Board of Purchasing yet. The past two meetings have been canceled. last Monday. The meeting was cancelled.

Our grant extension request of the Upper East Side location before the State Library is on the September 24, 2018 agenda. Interim City Librarian Braithwaite will attend the meeting.

North Branch

Consultant Baldino stated the fire panel at North Branch building must be replaced. Consultant Baldino stated it is an emergency due to it being a safety issue. Consultant Baldino has quotes of \$21,931.00 to replace everything or update fire technology. To replace wires alone per the quote from Sonitrol will be \$31,853.00. Consultant Baldino recommended to go with Sonitrol as all the library buildings will be uniform with Sonitrol.

MOTION - to approve expenditures up to \$32,000.00 for fire panels at North Branch. 1st Director Baraka, 2nd Director Holden unanimously approved.

Correspondence and Communication

Director O'Donnell received invitation letter from the Association of Connecticut Library Boards to attend the 2018 Trustee Library Leadership Conference scheduled for November 2, 2018.

Report of Finance Committee

Director Errichetti indicated Finance Committee contacted CPA to review library finances. Director Baraka agreed with Director Errichetti concerning CPA. Director Baraka also stated the library needs to let the public know the funding money is being utilized correctly.

Governance Committee

The annual meeting is due to meet on October 24, 2018, at North Avenue Branch.

Personnel Committee

Interim City Librarian Braithwaite Four positions were initially filled, but the Teen Librarian left to go back to her prior position. A bilingual (English/Spanish) Librarian III position will be advertised for the lower East Main Street Branch. Interim Director Elaine also stated there is a part-time position for youth services available.

A staffing chart identifying required positions at the Supervisory and NAGE level based upon the recently completed Strategic Plan will be developed by Interim City Librarian Braithwaite and presented at the Personnel Committee before presentation to the Board. Special concern was expressed regarding the Information Technology position and the need for a Technology needs assessment.

Marketing Committee

Director Cunningham wants to ensure that we have measurements in place that evaluate the effectiveness of our programming – attendance, interest, when offered to maximize its benefit to the Community.

Friends of the Bridgeport Public Library

The VHS to DVD equipment has been set up and will be available for public use once the written instructions have been “debugged”. Interim City Librarian Braithwaite was asked by Director Errichetti to try using the equipment. Additionally personnel have been identified to be Notaries at each location.

Assistant City Librarian Soltis will spearhead the effort. Staff at North, Black Rock and Burroughs will complete the process first.

New Business

Director Thomas Errichetti proposed to contribute \$15,000.00 to Burroughs Children Room to pay for paint and replacing of carpet. To be completed or contracted no later than December 31, 2018, in exchange for naming rights to the Children's North Branch room for his parents.

MOTION - to accept the offer of proposal gift in the amount of \$15,000.00 from Thomas Errichetti to paint and replace the carpet in Children's Room at Burroughs Library. To be completed or contracted no later than December 31, 2018, in exchange for naming rights to the Children's North Branch room subject to Board approval of colors. 1st Director Baraka, 2nd Director Holden unanimously approved

BPL Consultant Bernadette Baldino offered a proposal gift to pay for painting and replacement of chair cushions in the Burroughs Library Board Room, to be completed or contracted for no later than December 21, 2018. No monetary figure has been set at this time.

MOTION - to accept the offer of proposal gift from Bernadette Baldino to pay for painting and replacement of chair cushions to be completed or contracted no later than December 31, 2018, in Burroughs Board room. 1st Director Errichetti, 2nd Director Cunningham unanimously approved

Executive Session

The Board of Directors entered Executive Session at 9:00 p.m. The Board of Directors came out of Executive Session at 9:13 p.m.

Motion to Adjourn

Director Errchetti made the **MOTION** to adjourn at 9:17 p.m. The **MOTION** was 2nd by Director Holden and unanimously passed