

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, March 28, 2018 at 6:00 p.m.**

Present: Directors O'Donnell, Errichetti, Holden, Cunningham, Baraka, Osborne-Gant
Interim City Librarian Baldino

City Council Liaison- Roman-Christy (arrived 7pm)

Absent: Director Brown, Director Greenberg, Director Torres (**Director pending Common Council approval)

Call to Order

President O'Donnell called the meeting to order at 6:10 pm. Director Baraka made a **MOTION** to amend the agenda to include ten minutes of public comment to hear from members of the community. The Motion was seconded by Director Holden and unanimously passed.

Public Comment

Carter Grempe spoke in support of former City Librarian Hughes. He informed the Board of Directors that he was a Library patron and was there to advocate for "sharp, skilled, talented people". He mentioned Mr. Hughes efforts to teach poetry and promote gardening through library programs. Cristina Sandolo emphasized that Mr. Hughes "spread the library into the community through the library program".

Approval of Minutes

A **MOTION** was made by Director Errichetti and seconded by Director Baraka to approve the Minutes of the Special Meeting on February 5th. The Motion was unanimously passed. A **MOTION** was made by Director Errichetti and seconded by Director Holden to approve the minutes of the Monthly Meeting on February 21st. The Motion was unanimously passed. A **MOTION** was made by Director Errichetti and seconded by Director Holden to approve the minutes of the meeting on March 14th. The Motion was also unanimously passed.

Treasurer's Report/ Payment of Invoices

Treasurer Errichetti made a **MOTION** for the payment of vouchers for the month of March in the amount of \$102,711.74. He highlighted allocations of \$22,410.00 for moving and storage of Old Mill Green materials until June; \$24,000 for Executive Recruitment Services and three invoices totaling \$2,991.95 for the demolition and renovation of the kitchenette in the Burroughs-Saden office. The Motion for payment was seconded by Director Baraka and unanimously passed. Director Errichetti informed the Board of Directors that the current salary surplus was \$164,574.77 after approved transfers had been made.

Treasurer Errichetti distributed copies of a memorandum regarding the 2018-19 Library budget that he composed for transmission to Mr. Flatto, Mr. Nkwo and City Attorney Meyer.

The Memorandum read:

In anticipation of the preparation of the 18019 City Budget we have verified with the Town Clerk that the Certified Grand List for 10/1/17 is \$6,039,257,510, *regardless of collectivity*, * In accordance with the referendum passed last November, and CGS 11-36, the funding for the Library should be \$7,851,035. (* Language amended by Directors during discussion)

Sec.11-36 Municipality tax. When fifty electors of any municipality present a petition to the clerk of such municipality, asking that an annual tax be levied for the establishment or operation of a free public library and reading room in such municipality, and specify their petition a rate of taxation, not to exceed three mills on the dollar, such clerk shall, in the next legal notice of the regular municipal election in such municipality, give notice that at such election the question of an annual tax for the establishment or operation of a library is to be voted upon in the manner prescribed in section 9-369. The designation of such question on the voting tabulator ballot shall be "Shall a ... mill tax be levied to establish a free public library and reading room/" or "Shall a ... mill tax be levied to operate a free public library and reading room?" Such notice and such designation of the question on the voting tabulator ballot shall specify the rate of taxation mentioned in such petition. If, upon the determination of the result of, it appears that a majority of all the votes upon such question are in approval of such question, the tax specified in such notice shall be levied and collected in the same manner as other general taxes of such municipality and shall be known as the "library fund". All moneys collected and received by the levy of such tax shall be placed in the treasury of such municipality, to the credit of its library fund, and shall be kept separate from other moneys of the municipality, upon duly authenticated vouchers of the library's trustees. Such tax may afterwards be lessened or increased within the three-mill limit, or made to cease, in case the electors of any such municipality so determine by a majority vote at any regular municipal election held therein, in the manner hereinbefore prescribed for voting upon such question. When a free public library and reading room is established pursuant to this section, the corporate authorities of such municipality may exercise the same powers relative to such a free public library and reading room as are conferred upon the corporate authorities of municipalities pursuant to section 11-33.

Director Baraka offered a **MOTION** to authorize the Treasurer of the Library Board, Director Errichetti, to send the Memorandum, as amended, to the appropriate city officials. The Motion was seconded by Director Cunningham and unanimously passed.

Unfinished Business

- Director Errichetti suggested that the cost of these LED fixtures for the Burroughs-Saden Children's and Community Room be obtained and that the project be concluded.
- Director Errichetti offered to contact Telesco Services regarding the employment of a professional recording and production of Library Board Meetings.
- Interim City Librarian Baldino informed the Directors that the staff would have staff input into the Strategic Plan for the next meeting.

Correspondence and Communication

Official notification was received from the State Historic Preservation Office that the Newfield Library is not considered an historic property and requires no special compliance.

City Librarian's Report

Interim City Librarian Baldino reported that various facilities repairs (i.e. parking gate, fire alarms, handicapped spaces) are on-going. Aquarion is installing a new water line to Burroughs-Saden

She provided a schedule of relocation for both the Old Mill Green and Newfield Library and informed the Directors that the Library awaits approval of an emergency purchase order to begin renovation of the lower East Main Street facility. The renovation of the 1277 Stratford Ave. property is proceeding quickly due to the cooperation and commitment of the City's Construction Management Director Masciangelo.

Ms. Baldino reported that the custodial staff was down one position due to sick leave.

Ms. Baldino and Mr. Soltis have been working diligently on the FY18-19 year budget and to align the City and Library budget numbers. She also suggested the creation of a new line item for preservation. She updated the Board of Directors on the microfilm project of *The Bridgeport Standard* and *the Bridgeport Telegram* and said that Librarian Van Tyl was seeking support for the project from the Hearst newspapers. The 7th floor stacks are being cleaned, painted and rearranged to better protect historical materials.

Ms. Baldino highlighted the *Explore Earth* Exhibit from the ALA which will be on display in the Burroughs-Saden community room from March 21, 2018 to May 18, 2018. She said that ten programs would be held in conjunction with the exhibit. She also commended Librarian Bielawa for a program on the *Men in Black*

Interim City Librarian Baldino informed the Board of Directors that an Attorney from the John and Ethel Kashulon Foundation who expressed interest in the goals of the Bridgeport Public Library and possible financial support has contacted her.

Report of Facilities Committee

Interim City Librarian Baldino informed the Board of Directors that design plans for the Newfield renovation continue apace. Director O'Donnell presented the Directors with a copy of the Developer Agreement for the Newfield renovations. Director Holden offered the **MOTION** to approve the following resolution: "*Be it Resolved, that the Library Board hereby authorizes, its President, James E. O'Donnell: (1) to negotiate any final revisions to the proposed Developer Agreement with Ashlar Construction consistent construct of the Newfield Project for a Guaranteed Maximum Price to be approved by the Library Board, (ii) to confirm the satisfaction of all preconditions for the State Grant so that the State Grant is not jeopardized and (iii) to then execute and deliver the final Developer Agreement with Ashlar Construction to begin construction of the Newfield Project on behalf of the Library Board.* The

Motion was seconded by Director Baraka and unanimously passed. Director Holden offered a **MOTION** authorizing the Library Board to enter into development agreement for the construction of the Newfield Branch at 755 Central Avenue with Ashlar Construction. The Motion was seconded by Director Osborne-Gant and unanimously approved. Director Holden offered a second **MOTION** *herewith "Be it resolved that James E. O'Donnell, as President and Thomas R. Errichetti, as Secretary/Treasurer, or either of them acting independently, be designated initially as City Representative for purposes of the Developer Agreement and that each be, and hereby is, given full authority to act on behalf of the Library Board with respect to the Developer Agreement and work contemplated by the Newfield Project and each independently shall have authority to make decisions on which the Developer can rely, provided, however, that such City Representative shall have no authority, direct or apparent, to increase the scope of the Project without the expressed prior approval of the Library Board or to increase the Guaranteed Maximum Price without additional funding from the Library Board."* The Motion was seconded by Director Osborne-Gant and also unanimously approved.

Director Errichetti informed the Directors that proposals for the development of the Upper East Main Street property would be put out through Bid-Sync

Report of Finance Committee

Director Errichetti offered a **MOTION** to close the existing People's checking account. He was informed that a balance of \$10,000 would be required for a municipal account and other accounts could be used. The MOTION was seconded by Director Osborne-Gant and approved by all Directors present.

Report of Governance (Nominations) Committee

Director Baraka presented two updates of Library Policy (The Meeting Room Use Policy and the Collection Development Policy) for consideration by the Board of Directors. After consideration and minor language changes, Director Baraka offered a **MOTION** to adopt the revised Room-Use Policy. The Motion was seconded by Director Osborne-Gant and unanimously approved. After review by the Directors, a **MOTION** to approve the revised Collection Development Policy, including insertion of the word "Free" before Public Library, was made by Director Errichetti, seconded by Director Baraka and approved by all Directors present. Director Baraka said she would forward copies of the Safety and Security Policy, Code of Conduct and FOI to Directors for review.

Report of Personnel Committee

None

City Librarian Search Committee

Director O'Donnell informed the Board of Directors that there would be a meeting with the principals of the search firm on Tuesday, April 17 at 5:30pm to discuss potential semi-finalists for the position of City Librarian.

Report of Marketing Committee

Director Osborne-Gant made a MOTION to create a budget line in the amount of \$100,000 to fund a marketing campaign during the 2018-19 fiscal year. The Motion was seconded by Director Cunningham and approved by all Directors present. Director=Osborne Gant indicated that she had identified several local firms to interview to lead this initiative.

Report of the Friends of the Library

Director Errichetti reported that the Friends group had not met due to inclement weather.

New Business

- The Directors were informed that the new City Security Guard proposal, if approved, would not possibly be implemented until January Of 2019. Director O'Donnell stated that it was clear that the present security system was inadequate and that the list of approved firms on the State of Connecticut Department of Administrative Services list be checked so that more well-trained personnel can be hired.
- Also staff training by professional social workers needed to be arranged
- Director Osborne-Gant offered a **MOTION** to develop, along with staff; a scope and project plan for the Big Read. The motion was seconded by Director Errichetti and unanimously passed.
- Director Holden offered a **MOTION**, seconded by Director Cunningham, to change the date of the April monthly meeting from Wednesday April 18 to Tuesday April 7th. The motion was unanimously approved.

Motion to Adjourn

- Director Holden made the MOTION to adjourn at 8:21 pm. The Motion was seconded by Director Errichetti and unanimously passed. The meeting was adjourned at 8:22. pm.

Respectfully submitted by,

Anne Cunningham
Ass't Secretary