

## **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 16, 2019, at 7:00 p.m.

Present: Directors O'Donnell, Errichetti, Baraka, Holden, Greenberg,  
Cunningham, Director Osborne-Gant, Director Torres.

Absent: Director Brown.

Also Present: Assistant City Librarian Soltis; BPCL Consultant Baldino,  
Interim City Librarian Braithwaite.

### **Call to Order**

Director O'Donnell called the meeting to order at 7:04 p.m. A **MOTION** to  
approve the agenda was accepted by 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director  
Holden, approved unanimously.

### **Approval of Minutes**

A **MOTION** was made to approve the minutes of the Regular Meeting of  
December 19, 2018, as corrected - 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director  
Cunningham: approved unanimously.

### **Treasurer's report /Payment of invoices**

Treasurer Errichetti submitted vouchers for approval totaling \$83,691.98.  
Director Errichetti requested payment from Levy Funds minus \$650.00 to be  
paid from Non-Levy Funds. The total amount of vouchers for approval is  
\$83,591.98. A **MOTION** was made to approve payment of vouchers in the  
amount of \$83,591.98 out of Levy Funds, except for \$650.00 to be paid out of  
Non-Levy funds, 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director Greenberg, approved  
unanimously.

Director Errichetti presented the year to date payroll variance report tht  
showed a favorable variance of \$108,607.73, of which \$50,000.00 has been  
transferred to cover other expense line item shortfalls, leaving a balance of  
\$58,607.73.

Interim City Librarian Braithwaite explained other expense variances.

Director Errichetti stated there were no updates concerning Non -Levy or Endowment Funds. He indicated the only money used from the Endowment Fund were the money that he contributed to renovations downstairs at Burroughs. Concerning Non-Levy fund there were no expenditures other than money that was previously agreed. A **MOTION** was made to approve Treasurer's report, 1<sup>st</sup> Director Baraka, 2<sup>nd</sup> Director Greenberg, approved unanimously.

## **Unfinished Business**

### **East Side Building**

Director O'Donnell offered congratulations and thanks to Director Errichetti and all the staff for a great job on completing the Phase I construction of the East Branch location. Soft opening expected occurred on January 14, 2019. Interim City Librarian Braithwaite gave a narrative of events for the grand opening on February 1, 2019, which includes breakfast and ribbon cutting and attending politicians.

### **UB Presentation – Burroughs**

Assistant City Librarian Soltis gave a verbal report to the Board of Directors concerning the UB Interior Design proposals, and he indicated that he has not been able to contact the UB professor. He will follow up with her.

### **Black Rock Branch**

Assistant City Librarian Soltis indicated that the Black Rock Branch drainage problem had not been resolved, and he is still waiting for information.

### **Strategic Plan**

Assistant City Librarian Soltis stated part of the publication would be ready within a week and information will be up on the website.

### **2019 Board and Committee Meeting Schedule**

Director O'Donnell reviewed ratification of the 2019 Calendar with the Board Members. The meeting date is every third Wednesday of the month at 7:00 p.m. with a two-hour limit, unless extended by agreement of the Board. Committee dates were kept the same but changes can be made if needed A **MOTION** was made to accept the 2019 Calendar of Regular meetings of the Board of Directors of the Bridgeport Public Library and Reading Room to be held at the Board Room 3<sup>rd</sup> floor Burrough/Saden Library. 1<sup>st</sup> Director Greenberg, 2<sup>nd</sup> Director Cunningham, approved unanimously

Director O'Donnell reminded the Board members to follow up on their Certificate of Residency for the City.

## **Correspondence and Communication**

Director O'Donnell stated there was no correspondence.

## **Interim City Librarian, Library Consultant and Assistant City Librarian's Reports**

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

Interim City Librarian Braithwaite submitted a written report concerning preparations for East Side Branch opening. She indicated over 100 invitations were sent out to community leaders and stakeholders and the library were receiving many yes responses. Flyers were sent out to publicize the community breakfast

Interim City Librarian Braithwaite indicated the quotes for E-Rate funding for Newfield, East side and Upper East Side Branch Library have been reviewed by the Finance Committee, and require approval so that the library can apply within the application window of January 27, 2019 - March 27, 2019. A quote was also submitted for the Boards review. A **MOTION** was made to approve an application for E Rate Grant without Filter, 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director Greenberg, approved unanimously.

Interim City Librarian Braithwaite indicated that a draft policy of Professional Development reimbursement for conference attendance and other development initiatives is being reviewed by the Governance committee

Director Errichetti asked City Librarian Braithwaite for an update concerning the progress to provide library services in the East End while Newfield is under construction. Interim City Librarian Braithwaite stated they were still looking for a place that was accessible. She indicated they did not have a meeting scheduled with Blessed Sacrament Church and have not identified other locations where programming can be provided.

### **Report of Facilities Committee**

BPCL Consultant Baldino stated they had a walk thru of Lower East Side building. The community people viewed the interior and had very good comments. She further stated they are still in the process of decorating, but library materials are in place. She also stated furniture and additional items were purchased, and the furniture will be in the building by February 1, 2019. As far as the opening on February 1<sup>st</sup> she stated she contacted a caterer for the breakfast. A nearby restaurant down the street has offered to donate food for the event. The exterior of East Side Branch was painted including and the trim on the windows.

Director Cunningham inquired about contact with the City concerning security lighting for the building. BPCL Consultant Baldino indicated a meeting is

scheduled for January 24, 2019, with the City for review of placement of exterior lighting and security camera. Director Cunningham further inquired if that was enough time to have the work done and BPCL Consultant Baldino stated it was not a problem as they had access to an electrician.

BPCL Consultant Baldino stated Newfield is coming along. The walls are going up and they approved the external front door, and the order will be placed. BPCL Consultant Baldino stated there is an owner's meeting on January 18, 2019, at Newfield in the trailer and a meeting on January 22, 2019, to confirm all of the opening plans.

BPCL Consultant Baldino stated new shelving is up in the Children's room at Burroughs/Saden. She further indicated she was not sure if the LED lighting was installed.

BPCL Consultant Baldino gave a summary of Aaron Security pay scale to the board. She is looking into pricing for the exact amount of money to hire City of Bridgeport monitors.

## **Status of Building Construction Projects**

### **Upper East Side Contract**

Director O'Donnell stated the Upper East Side Branch Design Contract was approved and indicated it was all set to go. Director O'Donnell further stated he would like the Board's approval to negotiate any minor contract changes. A **MOTION** was made to have Director O'Donnell to be the liaison between Board and City Attorney to negotiate and approve any minor contract changes to the Design Building contract, 1<sup>st</sup> Director Holden, 2<sup>nd</sup> Director Errichetti, approved unanimously.

### **Phase II – East Side Branch RFP/Q**

Director Errichetti presented a drawing sketch of the design floor plan for Lower East Main Street Branch building for the Board review. Director Errichetti reviewed the draft RFP/Q for Phase II of the East Side location with the Board. Director Baraka indicated she wants to make sure we are complying with the City Ordinance guidelines. Director Baraka indicated the City Ordinance requirement section may be a separate item with its own weighting factor. A **MOTION** was made to approve the RFP/Q for East Branch Phase II subject to incorporating recommended changes including language that incorporates City Ordinance requirements, 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director Greenberg, approved unanimously.

City Librarian Braithwaite stated the acoustics firm would meet with the Building Committee on February 12, 2019 to review their acoustic report developed for Burroughs.

### **Report of Finance Committee**

Director Errichetti gave an accounting of surplus being used and what is in the account. He further indicated he would have updated information next meeting for the Board. Based upon the City's CAFR report for the fiscal year ended June 30, 2018, approximately \$982,000 of our cumulative surplus was used for 2017-18 operations and capital projects.

Director Errichetti and Director Baraka had a discussion to try to clarify the request by Director Baraka for a City audit. Director O'Donnell indicated he would refer the request to the Finance Committee to have it resolved there.

### **Report of Governance Committee**

The committee meeting is scheduled for February 13, 2019, at 6:00 p.m.

### **Report of Personnel Committee**

Interim City Librarian Braithwaite discussed the Management Contract for Personnel with the Board. Director Greenberg presented two evaluation samples for librarian performance. Director Greenberg requested the Board to look them over and decide which one they would like to use for performance appraisals. Director Greenberg stated the personnel meeting is on February 13, 2019, at 6:30 p.m.

### **Report on the Marketing Committee**

Director Osborne-Gant stated she has checked with some marketing firms. She stated she is waiting for a call back from a marketing consultant. She has not made a final decision yet. She indicated the marketing firms need to know specifically what the library wants. She further stated the firm would come to the library and look at the website quality and how it is being used and do the evaluation. Director Osborne-Gant said she should have a decision by next Board meeting. Director O'Donnell indicated the library needs to put more information out through social media. He further stated the library needs some kind organization to help with providing awareness of resources the library has available for the community.

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

Director Errichetti stated Director Cunningham secured a grant from Vernon Library Supplies in the amount of \$5,000.00. The full grant amount was used to purchase bi-lingual books which will be used at the East Side Branch. Director Errichetti indicated the Friends focus is to maximize the monetary value of discarded books. He further related the purchase of two new laptops for scanning purposes for eight books. Director Errichetti also stated the Friends Board has allocated \$10,000.00 of its funds for grants to the Library and other organizations. He further said he had received a grant request from Librarians Keegan and Sweeney for the summer program.

## **New Business**

A **MOTION** was made for acquisition of graphic design software that can be used for designing signs and other flyers, 1<sup>st</sup> Director Cunningham, 2<sup>nd</sup> Director Baraka, approved unanimously.

A request was made to place a new item on Agenda by 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director Osborne-Gant, approved unanimously.

Director Errichetti submitted a diagram of the placement of Book Drop location for Newfield Library. He indicated the Book Drop boxes are flexible and can be opened from front or back. A **MOTION** was made by Director Errichetti to approve placement of Book Drop Off for Newfield Library along library entrance sidewalk close to Central Avenue, 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director Osborne-Gant, approved unanimously.

## **New Business**

### **Executive Session**

A **MOTION** was made to enter Executive Board meeting at 8:53 p.m to discuss pending litigation and acquisition of real estate, 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director Greenberg: approved unanimously. The Executive Board meeting ended at 9:03 p.m.

A **MOTION** was made to authorize Director O'Donnell to be a liaison with City Attorney regarding Hughes litigation, 1<sup>st</sup> Director Errichetti, 2<sup>nd</sup> Director Holden, approved unanimously

A **MOTION** was made to extend the Board meeting for ten minutes by Director Baraka, 1<sup>st</sup> Director Greenberg, 2<sup>nd</sup> Director Errichetti, approved unanimously.

A **MOTION** was made to pursue identifying property near the East Side Branch that might be suitable for patron parking, 1<sup>st</sup> Director Greenberg, 2<sup>nd</sup> Director Holden. The **MOTION** was approved by Directors Greenberg, Holden, Errichetti, and Osborne-Gant. Directors Opposed **MOTION**: Baraka, Cunningham, and Torres. The **MOTION** passed.

A **MOTION** to adjourn was entered at 9:10 p.m 1<sup>st</sup> Director Holden, 2<sup>nd</sup> Director Cunningham, approved unanimously