

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, February 20, 2019, at 7:00 p.m.

Present: Directors O'Donnell, Errichetti, Baraka, Holden, Greenberg, Cunningham.

Absent: Directors Brown, Torres and Osborne-Gant.

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 7:02 p.m. A **MOTION** to approve the agenda was accepted by 1st Director Holden, 2nd Director Cunningham, approved unanimously.

Approval of Minutes

A **MOTION** was made to approve the minutes of the Regular Meeting of January 16, 2019 - 1st Director Errichetti, 2nd Director Greenberg: approved unanimously.

A **MOTION** was made to approve the minutes of the Special Meeting of February 5, 2019 as corrected - 1st Director Errichetti, 2nd Director Greenberg: approved unanimously.

Treasurer's report / Payment of invoices

Treasurer Errichetti submitted vouchers for approval totaling \$77,046.85. A **MOTION** was made to approve payment of vouchers in the amount of \$77,046.85 - 1st Director Errichetti, 2nd Director Greenberg, approved unanimously.

There was a request to transfer \$6,000 from Property Rental to Telephone Services. A **Motion** was made to approve the transfer - 1st Director Holden, 2nd Director Errichetti, approved unanimously.

There was a request to transfer \$17,000 from Property Rental to Equipment Leasing. A **Motion** was made to approve the transfer - 1st Director Holden, 2nd Director Errichetti, approved unanimously.

There was a request to transfer \$50,000 from Publications to Maintenance. A **Motion** was made to approve the transfer - 1st Director Errichetti, 2nd Director Greenberg, approved unanimously.

A **Motion** was also made to spend \$50,000 of Saden Trust Funds for Publications - 1st Director Errichetti, 2nd Director Baraka, approved unanimously.

The Board requested that 3 bids be received for the next insurance renewal.

Correspondence

The trustee for the Saden Estate (Attorney Flynn) passed away. Attorney O'Connell will be assuming his responsibilities.

Unfinished Business

East Side Building

The branch is open and functioning without any issues. The February Grand Opening was well attended and the branch has been welcomed by the community. A sign has been approved and is in the works.

UB Presentation – Burroughs

Assistant City Librarian Soltis continues to follow up with UB professor.

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

Inconsistencies in how to refer to the Bridgeport Public Library were addressed and the document has been approved for publishing in English and Spanish.

Board Resignation

It is with deep regret that Director Brown submits her resignation due to work and family obligations. She will be reminded that she will continue to be a Board member until her replacement is appointed. We thank her for her service.

Correspondence

The trustee for the Saden Estate (Attorney Flynn) passed away. Attorney O'Connell will be assuming his responsibilities.

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

Interim City Librarian's Report

Interim City Librarian gave an oral report. The East Side Branch Library's Community Leaders' Breakfast and Open House was held on February 1 and was a well-attended successful event. The branch was selected to be the site of the City of Bridgeport's kickoff of Census 2020. This even will emphasize the importance of libraries as a place to encourage city residents to be involved in

the upcoming census count. Many state and city leaders are expected to attend. An upcoming walk-through of the IT infrastructure of Burroughs Library is planned. The City's IT consulting partners from Novus Insight will attend. This consulting firm is being retained by the city and there is no cost or obligation on the library's part, however, the library will benefit from having guidance on how to best improve and restructure the aging IT infrastructure at Burroughs Library in a way that will be cost-effective and efficient. Assistant City Librarian John Soltis discussed the various Black History Month programs occurring at the libraries in February.

Report on Burroughs Acoustic Study

The recently completed acoustic study indicates that sound absorbing panels should be used in the first floor community room and carpet flooring should be used on the second floor. A **MOTION** was made to get pricing for both carpet tiles and broadloom for Burroughs second floor – 1st Director Errichetti, 2nd – Director Holden, unanimously approved.

Status of Building Construction Projects

Upper East Side Contract

Contract has not been signed but Building Committee met with representatives of Ashlar, Downes and Antinozzi to discuss the design of the Building and the status of the contract. Contract appears to be close to ready and a general allocation of space was provided to the team based upon 8,000 square feet.

Phase II – East Side Branch RFP/Q

The request for proposal was published on February 10, 2019 and the mandatory walk through on February 19, 2019. Bids are expected to be received by March 20, 2019.

Reservoir Ave Branch

No update.

Newfield Branch

Construction continues with minimal issues. Tentative targeted opening date is July 1, 2019.

Report of Finance Committee

No report.

Report of Governance Committee

Several policies were presented for approval by the Board.

A **MOTION** to adopt the policy regarding removal of patrons, as modified by discussion– 1st Director Greenberg, 2nd Director Holden, unanimously approved.

A **MOTION** to adopt the form letter informing patron that they are losing library patronage – 1st – Director Holden, 2nd Director Greenberg.

A **MOTION** to adopt the travel and reimbursement policy - 1st Director Errichetti, 2nd Director Baraka, unanimously approved

A **MOTION** to adopt the professional development policy – 1st Director Errichetti, 2nd – Director Greenberg

Additionally, the Governance Committee is directed to develop a naming rights policy for the Library.

Also, in light of the Director Brown's resignation an advertisement will be placed in the Connecticut Post and notice posted on the Library website, facebook page and newsletter, as well as the Friend's facebook page, soliciting a new board member.

Report of Personnel Committee

Interim City Librarian presented a preliminary management hierarchy for the Library. The plan needs to be fully fleshed out and priced, including addressing all location staffing needs.

A **MOTION** was made to adopt the ALA evaluation form to be used to evaluate the City Librarian – 1st Director Greenberg, 2nd Director Errichetti, unanimously approved

Report on the Marketing Committee

The Board discussed the top three needs to be addressed by a marketing consultant. It was agreed that the three items that need to be are: 1) Logo, 2) Branding and 3) digital and non digital social media outreach.

Report on Friends of the Library

Director Errichetti indicated three Library employees had completed their notary public applications and were being submitted. The Friends will contribute \$3,000 toward the summer reading program and have allocated \$2,100 toward programming at Burroughs, mostly children/family programs.

New Business

Director O'Donnell had been asked if the Library or Friends could collaborate with Little Free Library to apply for a Grant. Director Errichetti would work with the Little Free Library to understand the program and determine how we could collaborate.

The Board also discussed moving away from paper documents at meeting and have all information available electronically on IPADS. City Librarian Braithwaite would do research on this could be accomplished.

East Side Librarian Weitz has had some conversations with the Diocese about using a parking lot near the former St. John's church for library patrons. She will continue to explore that possibility.

New Business

Executive Session

There was no **MOTION** to enter Executive Session

A **MOTION** to adjourn was entered at 8:50 p.m 1st Director Baraka, 2nd Director Cunningham, approved unanimously