

MINUTES

AGENDA REGULAR MEETING LIBRARY BOARD OF DIRECTORS

Burrough-Saden Library Board Room

925 Broad Street

Bridgeport, CT.

On Wednesday, July 17, 2019, at 6:00 p.m.

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

Absent: Brown, Torres.

Also, in Attendance: Interim City Librarian E. Braithwaite, Asst. City Librarian John Soltis, David Ferris & Mike Ayles, Antinozzi and Associates, Michael McDonald, Downes Construction and Anthony Stewart, Ashlar Construction.

Call to Order

Director O'Donnell called the meeting to order at 6:00 p.m. **MOTION** to accept the agenda 1st Director Holden, 2nd Director Greenberg, unanimously approved.

MOTION to amend the agenda to add public comments from outside community speakers, 1st Director Greenberg, 2nd Director Holden, unanimously approved.

PUBLIC COMMENT

Mr. Stewart of Atlantic Street Bridgeport requested an update regarding a possible branch on the eastern side of the North End (Reservoir Avenue Corridor). Director O'Donnell informed him that the master plan has been amended to include a branch in that area and representatives of that area are trying to find a suitable location for such branch.

MOTION to amend the agenda to discuss Newfield Construction and Upper East Side location issues, 1st Director Errichetti, 2nd Director Greenberg, unanimously approved.

Newfield Update

Anthony Stewart, Ashlar Construction provided an update on Newfield construction. Although construction is behind the original schedule, he believes the building will be complete by October 1, 2019.

Upper East Side Update

David Ferris, Antinozzi Associates, presented a floor plan and external schematics based upon the previously approved space allocation. The plan includes entrances off East Main Street and the adjacent parking lot, a community room directly off the entrance with public bathrooms across the lobby. The Library space will have space allocated for children, teens and an adult "market place" area, external book drop and after hours material pickup.

MOTION to approve the submitted Schematic for Upper East Side Future Design purposes, 1st Director Errichetti, 2nd Director Greenberg, unanimously approved.

MOTION to approve June 19, 2019 minutes 1st Director Errichetti, 2nd Director Holden, unanimously approved.

Treasurer's report / Payment of invoices

Treasurer Errichetti submitted vouchers for approval in the amount of \$1,148,087.24.

MOTION to approve vouchers in the amount of \$1,148,027.24, 1st Director Errichetti, 2nd Director Baraka, unanimously approved.

Treasurer Errichetti reviewed the fiscal 2018-2019 Payroll Variance report with the Board.

Unfinished Business

UB Interior Design

UB design floor proposals and funding had nothing to report with the board.

Security Guard Matter

Interim City Librarian E. Braithwaite is preparing the Bid request for Security Services at the various locations. It has been decided that the City's program will not work at the Library.

Children's Library Card Program

Interim City Librarian E. Braithwaite indicated that the policy to provide library cards to children without parental approval is being finalized and will be presented to the Governance Committee shortly.

Re-appointment of Directors

Paperwork needed to initiate re-appointment of Directors Osborne-Gant, O'Donnell and Holden was provided to each of the Directors to start the approval process before Ethics Commission and Miscellaneous Matters.

Correspondence and Communications

Director O'Donnell read a letter of resignation to the Board from Director Eric Torres, effective immediately.

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

Interim City Librarian E. Braithwaite submitted a written report to the Board. Highlights of the report indicated the E-rate fiber grant for Newfield and East Side were approved, the summer reading program reports good participation at all locations but especially the East Side location and her attendance at the ALA Annual Meeting was very informative. Specifically she attended sessions on Strengthening Libraries as Entrepreneurial Hubs, Emerging Technologies, Best Pick in Library Furniture & Equipment and Going Desk-less – moving from Fort Reference to Point of Need Service.

Interim City Librarian will be a panelist at the upcoming New England Library Association Conference on October 22, 2019.

Library Consultant provided an update on the disposition of art and books no longer deemed relevant to the library collection or mission.

Committee Reports/Buildings

Phase II- Lower East Side /RFQ

Approvals from the State Library have been received and we are ready to re-issue a new RFP for Phase II. It is expected that the same companies will bid on the project. The RFP will clearly indicate that the access to the rear basement space as public space is desired.

Acoustics Study/2nd Floor Carpet Replacement

City Librarian E. Braithwaite presented the report that indicates the second floor will require remediation for asbestos. She will initiate bid requests for asbestos removal before any carpeting can be installed.

Burroughs first floor remodeling

Facilities Manager Brad Baldwin will develop the Bid Request to construct the desired walls, HVAC rework, electrical rewiring and any other modifications needed to create the new divided space.

East Side Accident Update

On June 27, 2019, a car drove into the front of the East Side branch library. Although one of the drivers sustained injuries, no patrons or staff was injured. A copy of the accident report has been obtained and Interim City Librarian Braithwaite has 1) requested that Ashlar Construction provide a quote for the repair and 2) has contacted the driver's insurance company. The window has been secured and the library entrance was not impacted.

Antinozzi Construction Administration Change Order – Newfield

Construction delays have resulted in additional Construction Administration time on Newfield.

MOTION to approve change order for Antinozzi and Associates for Construction Administration Services at a cost not to exceed \$800 per week for a maximum of nine weeks - 1st Director Errichetti, 2nd Director Greenberg, unanimously approved.

Completion of Library Consultant Agreement

Library Consultant Baldino had agreed to stay on after her tenure as Interim City Librarian to address certain activities while a new Interim City Librarian was hired. At this point it seems clear that the projects being handled by Ms. Baldino can be transitioned to Ms. Braithwaite or other staff for completion and Ms Baldino can have the well deserved retirement.

MOTION - to conclude the year long consulting arrangement with former Interim City Librarian Bernadette Baldino effective July 31, 2019 and transfer the few remaining tasks for completion under the direction of current City Librarian Elaine Braithwaite, who is completing her first anniversary, with great thanks to Bernadette Baldino for her extraordinary efforts during very difficult circumstance- 1st Director Greenberg, 2nd Director Cunningham, unanimously approved.

MOTION - to formally acknowledge the selfless dedicated efforts by Ms Baldino that have greatly benefitted the Bridgeport Public with appropriate recognition on Library website to be provided by Chairman O'Donnell - 1st Director Greenberg, 2nd Director Cunningham, unanimously approved.

Report of Finance Committee

Director Errichetti indicated the library budget for 2019-2020 previously approved by the Board has been submitted to Office of Policy and Management and now acknowledged by OPM Director Nkwo for upload on the Munis system.

Director Errichetti also indicated that he has been displeased that the previously approved policy and procedures for Non-Levy Cash Collection and Expense reimbursement policies have not been implemented and requested that the implementation of these policies become a priority.

Report of Governance Committee

Six Board candidates were interviewed over a two weekend period. It was determined that the two immediate positions would be filled currently and Director Baraka's seat would be filled at a later date.

MOTION – to elect and appoint Jeanette Munoz Alam to fill the vacancy created by the resignation of Director Eric Torres, whose term expires June 30, 2020, 1st Director Baraka, 2nd Director Greenberg, unanimously approved.

MOTION – to elect and appoint Denise Clemons to fill the vacancy created by the resignation of Director Phylcia R. Brown, whose term expires June 30, 2020, 1st Director Baraka, 2nd Director Greenberg, unanimously approved.

There were no policy revisions to be acted upon at this time.

Report of Personnel Committee

Director Greenberg has received and compiled evaluations of Interim Director Braithwaite.

Executive Session

MOTION – to enter into Executive Session to discuss litigation and personnel matters at 7:35 PM, 1st Director Greenberg, 2nd Director Baraka, unanimously approved. The Board exited the Executive Session at 7:51 p.m.

MOTION- to appoint Interim City Librarian Elaine Braithwaite as the City Librarian effective immediately, subject only to negotiation of appropriate terms – including compensation - to be discussed with Ms. Braithwaite by a Committee to be composed of Directors O’Donnell, Greenberg and Errichetti, and other who may wish to participate, for approval by Ms. Braithwaite and the Board - 1st Director Greenberg, 2nd Director Errichetti, unanimously approved.

Marketing Committee

The Committee has drafted the Bid request for the marketing firm which will be discussed with City Librarian Braithwaite.

Report on Friends of the Library

No report.

New Business

No new buisness.

MOTION - to adjourn at 7:58 p.m. 1st Director Cunningham, 2nd Director Greenberg, unanimously approved.