

MINUTES

AGENDA REGULAR MEETING LIBRARY BOARD OF DIRECTORS

Burroughs-Saden Library Board Room

925 Broad Street

Bridgeport, CT.

On Wednesday, August 21, 2019, at 6:00 p.m.

Present: Directors O'Donnell, Errichetti, Holden, Allam, Clemons, Greenberg and Osborne- Gant

Absent: Directors Cunningham, Baraka.

Also, in Attendance: City Librarian E. Braithwaite and Asst. City Librarian John Soltis,

Call to Order

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

MOTION to accept the agenda 1st Director Errichetti, 2nd Director Holden unanimously approved.

MOTION to approve July 17, 2019 minutes as corrected 1st Director Errichetti, 2nd Director Greenberg unanimously approved.

Treasurer's report /Payment of invoices

Treasurer Errichetti submitted vouchers for approval in the amount of \$8,256.74.

MOTION to approve vouchers totaling \$8,256.74 - 1st Director Errichetti, 2nd Director Holden, unanimously approved.

Treasurer Errichetti reviewed the fiscal 2019-2020 Payroll Variance report with the Board, indicating that the variance included \$34,318 of accumulated sick time pay for retired employees.

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 will be prioritizing 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

Assistant City Librarian reviewed the proposed Children's Library Card Program, which will not carry fines or fees on the first four items for young adult materials and six items for children's materials. The card will be given to children and youth with borrowing limitations (two items at a time) but no

parental approval will not be required, and all other library resources (computers etc) will be available. A phone number or e-mail address will be requested but an address will not be required. The initial policy will be reviewed in February 2020 to determine its success.

MOTION - to adopt the Children's Library Card Policy as amended by discussion for a six month period with an interim report no less than three months after implementation - 1st Director Errichetti, 2nd Director Greenberg, approved with Director Holden opposed

Re-appointment of Directors

Paperwork has been submitted to City to reappoint Directors O'Donnell and Holden and to appoint Director Clemons; Director Osborne-Gant and newly appointed Director Munoz-Allam will be submitting their paperwork shortly.

Correspondence and Communications

We have been informed that North Branch has been bequeathed a gift from the estate of Kathryn Blumhardt, a long-time patron of the North Branch. The funds when received are restricted for North Branch's benefit.

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

City Librarian E. Braithwaite submitted a written report to the Board. Highlights of the report are as follows:

- A fiscal 18-19 Annual Report on Library programming and usage is being prepared and will be presented in September 2019
- The end of summer reading program on August 17, 2019 held at the North Branch was well attended. The theme was ***A Universe of Stories***.
- The City Librarian has been invited to attend the Advisory Council for Library Planning and Development Urban Libraries Task Force. The task force will address the needs of urban libraries and provide access tools and continuing education that reflect their communities.
- Burroughs hosted several youth workers over the summer to introduce them to careers in Library Service. It was a rewarding experience for both the youth and staff.

City Librarian requested that the Board approve some minor changes to the Professional Development and Expense Reimbursement Policies previously reviewed and approved by the Board, clarifying reimbursement for supplies needed that might be needed.

MOTION - to adopt the proposed changes to the Professional Development Policy and Reimbursement Policy - 1st Director Errichetti, 2nd Director Osborne-Gant unanimously approved.

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

Bid requests for asbestos are being prepared.

Burroughs first floor remodeling

Architect Mark Halstead at the request of Maintenance Manager Brad Baldwin has prepared drawings to be used to initiate the bid request through the purchasing department. Mr. Halstead's fee was approved at the Building Committee meeting. Assistant City Librarian Soltis will be working with Purchasing to get quotes.

East Side Accident Update

On June 27, 2019, a car drove into the front of the East Side branch library. Repairs have commenced but were not completed, as additional materials were needed. It is expected that the damage will be fully covered by the responsible party's auto insurance.

Upper East Side Branch

Develop of the design plan continues after receiving feedback from staff. No final decisions have been made regarding space allocation.

Newfield Branch Update

Progress continues as walls in the new section are being installed. Construction appears to be on track for a September 30, 2019 completion.

It has been suggested that the ceiling in the original section of the Library be wood instead of drywall to be consistent with the new portion of the building. Ashlar Construction is supposed to be getting a quote for expected increase cost.

Report of Finance Committee

The Non-Levy Cash Collection Policy and Branch/Department Expense Policy is expected to be implemented by September 1, 2019.

Director Errichetti reviewed fiscal 18-19 Non-Levy and Endowment activity. Non-Levy funds were used for some Lower East Side improvements, and two gifts for facility renovations were received during the year for the Burroughs Children's Room and the Burroughs Board Room. A 19-20 Non-Levy budget was presented for approval.

MOTION – to approve the fiscal 19-20 Non-Levy Budget as recommended by the Finance Committee - unanimously approved.

Report of Governance Committee

No report from the Governance Committee.

Report of Personnel Committee

No report from the Personnel Committee.

Marketing Committee

The Committee continues to work on the Bid request for the marketing firm which will be discussed with City Librarian Braithwaite.

Report on Friends of the Library

The Friends will be holding their annual meeting on September 19, 2019 at Burrough Community Room at 6 PM. City Librarian Braithwaite will be the guest speaker.

Eric Torres has resigned from the Friends Board and is taking a new position in New Haven. We don't know if the Read and Share program will continue at Tisdale in his absence.

New Business

Executive Session

No Executive Session was called.

MOTION - to add new business – Power Purchase Agreement RFP's for Burroughs-Saden and North branch - 1st Director Greenberg, 2nd Director Holden unanimously approved.

Director Errichetti has created the documents needed for Purchasing to put out Purchase Power Agreement bids. Assistant Librarian Soltis will work with Purchasing and others if needed to proceed.

MOTION - was made to adjourn at 8:10 p.m. 1st Director Holden, 2nd Director Greenberg, unanimously approved.