

MINUTES

AGENDA REGULAR MEETING LIBRARY BOARD OF DIRECTORS

Burroughs/Saden Library Board Room

925 Broad Street

Bridgeport, CT.

On Wednesday, May 15, 2019, at 6:00 p.m.

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

Absent: Directors: Baraka, Osborne-Gant, Brown, Torres.

Also, in Attendance: City Librarian E. Braithwaite, Asst. City Librarian John Soltis
BPCL Consultant B. Baldino.

Call to Order

Director O'Donnell called the meeting to order at 6:04 p.m. **MOTION** to accept the agenda 1st Director Holden, 2nd Director Greenberg, unanimously approved.

MOTION to approve the April 24, 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 \$18,978.80 less removal of item #14 in the amount of \$362.00, which leaves a balance of \$18,616.80.

MOTION - to approve Vouchers in the amount of \$18,616.80. 1st Director Errichetti, 2nd Director Greenberg, unanimously approved.

Treasurer Errichetti discussed the surplus balances of Payroll Variance

MOTION - to approve the Treasurer's Report 1st Director Holden, 2nd Director Greenberg unanimously approved.

Unfinished Business

UB Interior Design

UB design floor proposals and funding was discussed with the board. Director Holden is reaching out to the UB contact to discuss the UB proposal and fundraising initiative for the project but has received no response. Director O'Donnell asked about a timetable to respond to UB regarding students graduating. BPCL Consultant B. Baldino stated the project would be followed through by other students and completed.

Library Security Contracting

The Board also addressed the Security matter, and Director O'Donnell would like clarification on how the project is going to be handled. Director O'Donnell indicated

he had concerns because the City proposal was presented as an independent contractor situation with the City's Department of Emergency Services and Homeland Security serving as the clearing house for potential security personnel. He further stated that he wants to know two things. Does it comply with all of purchasing obligations, and who is going to be the contractor? BPCL Consultant B. Baldino stated it was her understanding reimbursement would be handled by administrative account. Interim City Librarian would reach out to both Purchasing Department and City Attorney's office for clarification. She will also update the previously initiated Request for Proposal for the security with purchasing.

Correspondence and Communications

Director O'Donnell stated he did not receive any correspondence.

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

Interim City Librarian's Report

Interim City Librarian E. Braithwaite stated she attended the annual meeting of CLA. She further indicated she met with Mona Jackson of Cook and Grow and they will use seven plots of community Garden this year, Interim City Librarian E. Braithwaite also attended the CEN conference in Hartford with Head of R & R Ron Fontaine and Library Assistant Nick Roman. She indicated they had vendors and various sessions such as E-Rate funding which she attended and other projects.

Interim City Librarian E. Braithwaite indicated the two month trial period for filtering would occur sometime in the upcoming weeks. Notices to staff and the public will be disseminated this week. She went on to state they have to decide where to put the filter. She indicated the filtering could not be used at East Side Branch due to Optimum being their internet service provider.

Interim City Librarian E. Braithwaite indicated the library is getting a quote on the Kronos Time & Attendance system through the city. She stated the city already has a contract for the Police Department and is looking to add the Fire Department. She further commented they would have city support in uploading data in the Munis System. She stated it was a concern of hers and it is a good thing to have their support. She stated she has been invited to Police Department training session with Kronos and will discuss a quote with their representative.

BPCL Consultant B. Baldino said she is still looking for storage for materials. She stated that she is looking to sell the artwork and oil paintings. She received an estimate from John A. Woods in the amount of \$6,900.00 plus estimated expenses. Some of the retained paintings would need to be restored before being displayed to the public.

Proceeds from the sale of art work would be used for restoration and storage of retained pieces.

BPCL Consultant B. Baldino stated that Fairfield House in Monroe has the best price for selling the art. Director Cunningham inquired about any valuable art such as Rembrandts. BPCL Consultant B. Baldino stated there was one Rembrandt print but no originals by masters. She stated there were paintings from several local artists who have made a name for themselves. Many of the more valuable items are on loan to

the Barnum Museum. BPCL Consultant B. Baldino stated the Board could view the art that is housed in the 7th floor cage.

Committee Reports

Buildings

Newfield Construction

Director Errichetti reported on the construction of the building. He said he drove by the Newfield site and the steel framing was up. He stated Newfield is coming along as planned except for some delays in the timeline necessitating a change order request for CA services from Antinozzi.

Antinozzi estimated that CA Services would be extending for 10 weeks due to the construction delays, at a cost of approximately \$880 per week, or \$8,800.00. The building committee recommended approval of the change order.

MOTION – to approve Antinozzi Change Order Request in an amount not to exceed \$8,800 for CA Services for Newfield Branch 1st Director Errichetti, 2nd Director Holden, unanimously approved.

Interim City Librarian E. Braithwaite indicated that the furniture bids for Newfield had been reviewed and the bid from WB Mason is recommended. The bid was approximately \$68,000 less than the prior bid using the state approved contract.

MOTION- was made to approve the acquisition of furniture from WB Mason based upon bid price 1st Director Errichetti, 2nd Director Greenberg unanimously approved.

Upper East Side

Director Errichetti stated the Upper East Side contract is signed. Director Errichetti stated Downs is putting together the design team, and hopefully, he will have more to share next month.

Phase II- Lower East Side /RFQ

The State Library requested information regarding the Phase II renovation which has been provided to Construction Services and the City Grant Department. We are awaiting additional comment to determine when we can proceed with an RFP/Q on the project.

Acoustics Improvements/Carpet Replacement 2nd Floor – Burroughs/Saden

Acoustic improvements to the first floor community room are deferred until we know the cost of creating a separate area in the front portion of that space. Brad Baldwin, Building Manager is securing quote for the cost of creating the room separation, which has been discussed with the Building Committee.

The three rooms on the second floor where we desire to replace the carpeting are being tested for possible asbestos in prior flooring. Three proposals for asbestos testing were presented and discussed. The Board decided to approve the low bid from Mystic Air Quality Consultants. The approval is subject to confirmation that the bid includes the appropriate testing. Quotes for carpet replacement had already been received and are pending approval subject to the asbestos testing results.

MOTION – to approve low bid for asbestos testing from Mystic Air Quality Consultants, Inc in the amount of \$795.00, 1st Director Errichetti, 2nd Director Holden unanimously approved.

Black Rock basement water penetration issues

Director Errichetti stated that he and John Soltis reached out to Mark Halstead (former Board member intimately involved in the construction of Black Rock renovation) to see if he any information about ground water concerns at Black Rock branch. He indicated that he would check his records for any information regarding ground water issues or concerns and related water mitigation efforts.

North Branch

The Board discussed a recommendation by the Building Committee that we approve the low bid obtained by Construction Services Manager Nick Masciangelo, to install six new parking spaces in the front of the North Branch for \$11,500.00.

MOTION - to approve the recommendation of the Building Committee to install six parking spaces at North Branch, 1st Director Errichetti, 2nd Director Greenberg unanimously approved.

Burroughs/Saden

Quotes for Burroughs/Saden hardware security improvements (specifically passage security equipment into and out of the stacks were presented for discussion and approval.

MOTION – to approve the bid by Independent Hardware, Inc. in the amount of \$7,434.00, 1st Director Errichetti, 2nd Director Holden, unanimously approved.

Report of Finance Committee

Director Errichetti reviewed the Library budget sheet with the board. Director Errichetti discussed with the board the City Financial Budget amount. The City allocation in the budget is approximately \$7,753,000, however the amount based upon the 10/1/18 grand list and the referendum approved mill rate of 1.3 would be approximately \$8,259,000. The allocation of the \$7,753,000 was represented for approval, with the proviso that the web site budget would present both amounts.

MOTION was made to approve the 19-20 budget allocation reflecting a total budget of \$8,259.410. 1st Director Errichetti, 2nd Director Greenberg, unanimously approved.

Report of Governance Committee

Director Baraka was not in attendance and unable to give an update on Governance. Director O'Donnell stated they have advertized the vacancy and received applications for review. Director O'Donnell also stated some Directors are due to expire and Officers are up for election.

Report of Personnel Committee

Director Greenberg stated he did not receive Interim City Librarian evaluations from all Board members and reminded Board members to complete the form as soon as possible.

Report on the Marketing Committee

Director Cunningham stated she is still working on RFP/Q to hire a marketing firm.

Report on Friends of the Library

Director Errichetti stated that Literacy Volunteers has received a \$10,000 grant from the Rust Foundation and a \$2,000 grant from the Bridgeport Rotary Club. The Friends continue to find new vendors to whom we can sell Library discard books and donated materials.

New Business

The Board discussed the City Charter and State Reporting dates with the Interim City Librarian to be sure she was informed of the filing deadline dates.

The Board discussed the new change of regular meetings days. Previously it was changed from 3rd Wednesday at 6:00 p.m. to 3rd Thursday at 6:00 p.m. This was done to accommodate some of the Board members. The change has not been working out as expected. The Board agreed to rescind the prior motion for Thursday night regular meeting and to change back to 3rd Wednesday at the 6:00 p.m beginning next month on 6/19/19.

MOTION- to rescind change of Calendar dates scheduled for regular Board meetings from every 3rd Thursday of the month. The regular Board meetings will be held on 3rd Wednesday of each month at 6:00 p.m. effective 6/19/19. 1st Director Holden, 2nd Director Errichetti, unanimously approved.

Executive Session

A **MOTION** was made to enter Executive Session at 7:15 p.m., 1st Director Errichetti, 2nd Director Greenberg and unanimously approved. The Board of Directors exited Executive Session at 7:25 p.m

A **MOTION** to adjourn was entered at 7:27 p.m. 1st Director Greenberg, 2nd Director Holden and unanimously approved.