

**Minutes**  
**Meeting of the Board of Directors**  
**of the Bridgeport Public Library**  
**held March, 23, 2016\*\***  
Burroughs-Saden Library  
925 Broad Street, Bridgeport, CT

\*\*N.B. This meeting was a continuation of the March 16, 2016 meeting that was abbreviated due to a lack of quorum

**Call to Order:** President O'Donnell called the meeting to order at 5:17 pm. Present were Directors: O'Donnell, Baraka, Errichetti, Holden, Greenberg, Brown and Cunningham. Absent were Directors: Osborne-Gant and Christy

**Public Comment:** Approximately fifteen citizens attended the March 16 meeting in support of the Yoga Classes offered at the various branches of the BPL. The leader of the class and several participants highlighted the beneficial and healthful effects of participation.

**Approval of the Minutes:** Director Baraka made a **MOTION** to approve the minutes of the January meeting with corrections. It was seconded by Director Errichetti and approved with one abstention. The minutes for the February meeting of the Board of Directors was also approved in the same manner.

**Treasurer's Report and Approval of Vouchers**

City Librarian Hughes presented the Statement of Accounts in a new format which displayed YTD expenses and remaining budget figures. Vouchers in the amount of totaling \$115,685.51 were presented for approval. Most of the vouchers were for library programming. Director Baraka inquired into the \$14,850.00 fee for the Tutor.com database. She asked if it was a duplication of applications available through the BOE. City Librarian Hughes indicated that there was decent usage of the site.

Director Errichetti made a **MOTION** to approve payment of the monthly vouchers. The motion was seconded by Director Baraka and approved by the other directors with one abstention by Director Greenberg.

**Unfinished Business**

- City Librarian Hughes reported that he talked to Max Perez regarding the demand for Newfield rent. He said that the Library would be billed for delinquent utilities at the Newfield branch and not past due rent.

- City Librarian Hughes informed the Board of Directors that he had prepared and submitted a 2016-2017 Library Budget in the amount of 7.1 million dollars as directed by the Board of Directors. This is the same amount as the current funding for 2015-2016. He said that he had met with OPM Director Nkwo regarding the current grand list. The Board of Directors empowered City Librarian Hughes and Treasurer Errichetti to look for cost savings in the current and projected budget to mitigate the impact of decreased funding.
- City Librarian Hughes informed the Board of Directors that he had contacted Angel de Para in the Mayor's office, who informed him that the nomination for Directors Brown and Christy were in the hands of the Internal Affairs Department, one step prior to their consideration by the Miscellaneous Matters Committee of the Common Council. He said he didn't talk about the status of Directors Osborne-Gant and Greenberg within the approval process. President O'Donnell asked City Librarian Hughes to bring forward any past documentation and records regarding the nominating and approval process so that they may be reviewed. Director Errichetti indicated that he would secure copies of any pertinent records.
- City Librarian Hughes offered three suggestions for improved communication with the Board of Directors. He proposed to set up an intranet system that would 1) provide updates of his meetings and calendars 2) provide a venue for brief meetings to set agendas for board meetings with committee chairs 3) give timely information on incidents and project updates. Director Errichetti suggested that City Librarian Hughes provide by consensus agreement certain items every Monday morning.

### **Correspondence and Communications**

President O'Donnell inquired into the disposition of the emailed FOI request. City Librarian Hughes indicated that he was not aware of its status. President O'Donnell reminded City Librarian Hughes that as the Chief Executive Officer of the Library it was his responsibility to see that there was a proper response to the request and to comply with City policy either through the Office of the City Attorney or their designee.

### **City Librarian's Report.**

City Librarian Hughes presented his report in an updated format. He presented monthly service statistics in aggregate as well as patron usage. He tracked facility concerns using a color-coded system that indicated their status from completed to off-track. He described efforts to complete renovations of Burroughs-Saden lavatories, lobby and circulation desk. He updated the Board on the implementation of the Cash-Handling and Maintenance Policy. His report also provided an overview of programming in the main library and each branch.

He reported that a Spanish version of the Patron survey had been uploaded to the BPL website. He plans to schedule community conversations regarding the strategic plan and

has a “short roster” of the community advisory board. The Board directed him to publicize the meetings in order to get participation from a broad spectrum of the community. President O’Donnell informed the Board of Directors that there was a preliminary meeting planned with Antinozzi Architects the following day regarding new/remodeled facilities on the East Side/East End of Bridgeport.

### **Finance Committee Report**

Treasurer Errichetti informed the Board of Directors that the reduction in the City’s grand list could lead to a smaller budget based upon the 1 mill allocation. The Board directed City Librarian Hughes to update records and provide a monthly breakout of salary, utilities and encumbrances in order to reduce expenditures.

### **Building Committee Report**

Director Errichetti informed the Board of Directors that the bonding package submitted recently by the City of Bridgeport does not contain the 13 million dollar Library request that was approved by the Common Council in fall 2015. Financial officers of the administration said they were unaware of the approval and, therefore, it was not included in the City’s package. Director Errichetti indicated that \$100,000 for the design phase may be available from current operating funds. City Librarian Hughes reported that CFO Flatto indicated that funds to finish planning and design phase may be possibly advanced.

Director O’Donnell inquired about the status of the bonding package for State Funds through Rep. Baker. City Librarian Hughes said he did not know. Director O’Donnell expressed grievous concern that the Library would not be able to adhere to the projected timeline presented to the community, especially if bonding is not secured until the fall of 2016. He requested City Librarian Hughes to invite members of the NRZ to the next Building Committee meeting to discuss delays in bond funding and construction plans.

### **Governance/Nominations Report- None**

### **Personnel Committee Report**

Director Greenberg reiterated the need for projected staffing needs for expanded facilities and requested clarification of the services performed by SBA consultants

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

Director Errichetti reported that April proceeds from the Friends book sale would be donated to the Literacy Volunteers. Also, the Friends are developing a uniform policy/procedure for grantmaking.

At 6:47 pm Director Cunningham made a **MOTION** to go into Executive Session to discuss Legal Matters. Director Errichetti seconded the motion and it was unanimously approved. At 6:48 pm all Directors in attendance went into executive session.

At 7:09 pm Director Baraka made a **MOTION** to come out of Executive Session. It was seconded by Director Errichetti and the Board came out of Executive Session without action.

At 7:10 pm Director Baraka offered a **MOTION** for adjournment. It was seconded by Director Errichetti and unanimously approved. The Meeting was adjourned at 7:11pm.

Respectfully submitted,

Anne Cunningham

