

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, November 15, 2017 at 6:00 p.m.**

Present: Directors O'Donnell, Errichetti, Christy, Cunningham, Greenberg, Osborne-Gant (entered 6:20 pm), Brown, Holden, Baraka

Interim City Librarian Baldino

Presenters: Assistant City Attorney John Bohannon (executive session)

Call to Order

President O'Donnell called the meeting to order at 6:07 pm. Director Greenberg made a **MOTION** to accept the agenda. The Motion was seconded by Director Holden and approved by all Directors present. A **MOTION** was made by Director Errichetti and seconded by Director Greenberg to approve the Minutes of the October with corrections. The Motion was unanimously approved. A **MOTION** to alter the order of the agenda was made by Director Holden to go into Executive Session with Assistant City Attorney Bohannon and all Directors to discuss pending litigation. Director Errichetti seconded the motion and all Directors present unanimously approved the motion.

The Directors and City Attorney Bohannon entered into Executive session at 6:15pm. and came out of Executive Session at 7:00pm. No actions were taken.

Treasurer's Report

Director Errichetti reported that due to the inability to fill twenty staff positions due to hiring freeze, there remains a surplus of \$215,000 in the salary account. The non-levy account is down to \$90,000. Interim City Librarian Baldino presented statistics on the fine amnesty program held by the Library during the month of September. The report indicated that \$13,828.92 in old fines was forgiven system-wide during the month of September and that 321 new library cards were issued. There are 26,427 active library cardholders as of October 1st 2017, a decrease of approximately 3500 holders.

Payment of Invoices

Director Errichetti presented a for the approval monthly vouchers in the amount of \$59,571.81. Highlighted expenses were two invoices each in the amount of \$1500 for the parent/child and adult book clubs at the North End Branch, \$6758 for additional cameras for the Burroughs-Saden parking lot, \$8,686.46 for Mango Language online program and

\$15,223.07 for the copier lease renewal. The Motion for payment was made by Director Greenberg, seconded by Director Holden and unanimously approved.

Unfinished Business

- Interim City Librarian Baldino informed the Board of Directors that approximately 80% of the LED conversion at the North End Branch and 10% of the conversion at Black Rock had been completed.
- Interim City Librarian Balding reported that the cataloguing of the Klein Collection had been largely completed and it will be available for viewing. She will be making arrangements for the heirs of the Klein trust to see the collection.

Correspondence and Communication

Interim City Librarian informed the Board of Directors that she had received a letter from the Greater Bridgeport NAACP regarding the afterhours use of the Burroughs-Saden Community Room. Director Baraka offered a **MOTION** that the current policy for room use be temporarily suspended so that the NAACP request could be entertained. The MOTION was seconded by Director Greenberg and unanimously passed. After a brief discussion of the particulars of the event Director Greenberg offered and Director Holden seconded a **MOTION** authorizing the use of the Burroughs-Saden Community room with the following conditions: 1) certification of indemnity in the amount of one million dollars liability 2) user payment of time and one/half for custodial services and that the user of the facility, the Greater Bridgeport NAACP, comply with all local and state laws ,including those that pertain the serving of liquor. President O'Donnell authorized Interim City Librarian Baldino to coordinate with the Greater Bridgeport assure them that they are welcomed to use BPL facilities. At the request of Director Osborne-Gant, City Librarian agreed to provide current copies of the room-use policy and other Library Policies to Directors at the December Meeting.

City Librarian's Report

Interim City Librarian Baldino gave the Board of Directors an update on facility issues. She informed the Board of Directors that the installation of the parking gate at Burroughs-Saden was proceeding. Architect Mark Halstead drew up plans for two handicapped parking spacing a Burroughs-Saden and asked for Board permission to implement the project. Director Baraka offered a **MOTION** to authorize the Interim City Librarian to move forward with the handicapped parking expansion. The Motion was seconded by Director Holden and unanimously passed.

She reported roof leaks at North, Newfield and the lower East Main Street Property. And informed the Board that they were repaired. She had received no further contact from the owner of the OMG property. She provided information on neighborhood property the most promising property was

Located in Shopper's Plaza. She informed the Board of Directors that the Newfield property was still not secured and that she informed Mr. Gomes of that fact. She was told he would follow up

Due to work related injuries and inability to fill vacancy the maintenance staff has been reduced to three staff members.

The Klein Collection project and renovation of the Burroughs-Saden children's room are proceeding

She reported a medical emergency occurred at Old Mill Green Branch and that a life was saved due timely rescued measures by a staff member. The board of Directors directed Assistant City Librarian Soltis to recognize the efforts of staff by posting on the Library website an *Employee of the Month* acknowledgment of outstanding performance by the staff.

Interim City Librarian Baldino said she had been contacted by Martin McLaughlin of UBS Financial Services who requested three copies of the Library Budget for consideration by an investor. The Stratford Public Library sent a check in honor of former employee Diane Kurtz upon her retirement from SPL. She informed the **Directors that contributions had also been received from a local book club and Braybury** Mill Association for children's books.

Report of Facilities Committee

Discussion was held in regard to the rehabilitation of the current Newfield Branch versus relocation for the duration of construction of the new facility. The Board of Directors reaffirmed its commitment to continue service on the East End with as little interruption as possible. I remained unclear whether the City or Library would pay for necessary repairs of the current site or remodeling of another location. Director Baraka offered a **MOTION** to obtain three bids, including one from Ashlar Construction Co and the City of Bridgeport, for repairs necessary at present Newfield Location. The MOTION was seconded by Director Errichetti and passed by a vote of 7 to 1.

Discussion was also held on the future of the Upper East Side location and the possible alternative prefab building for the Technology Center Planned at that location. Director Holden offered a **MOTION**, seconded by Director Greenberg, directing Director Errichetti to explore the construction costs and feasibility of such construction at that location. The Motion was passed unanimously.

Report of Finance Committee

Director Errichetti reported that debt service was still being charged to the library account and that the reinvestment of non-levy funds was proceeding.

Report of Governance (Nominations) Committee

No report

Report of Personnel Committee

No report

City Librarian Search Committee

No report.

Report of Marketing Committee

No report

Report of the Friends of the Library

NO

New Business

- Director Cunningham stated that she had completed the application for the Association of the Connecticut Library Boards and asked if there were any Directors who did not wish to be included in the Association's email list.
- President O'Donnell congratulated Director Rosalina Roman Christy on her election to the City Council. He expressed the Board of Director's gratitude for her dedication and service to the Bridgeport Public Library.
- President O'Donnell expressed his gratitude to all those of who contributed their money, time, energy and commitment to the recent Library referendum initiative. He thanked Director Errichetti for his commitment and leadership in this imitative when others expressed doubts. Director Errichetti maintained that it was the voters of the City of Bridgeport who expressed their ongoing commitment to the Library and made passage of the referendum possible. He volunteered to write a letter to the Editor of the CT Post publicly acknowledging our gratitude.

Motion to Adjourn

Director Baraka offered a **MOTION** to adjourn at 9:09 pm. The Motion was seconded by Director Cunningham and unanimously passed. The meeting was adjourned at 9:10 pm.

Respectfully submitted by,

Anne Cunningham
Ass't Secretary

