

MINUTES

**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, September 21, 2017 at 6:00 p.m.**

Present: Directors O'Donnell, Errichetti, Christy, Cunningham, Greenberg, Osborne-Gant, Brown, Holden

Interim City Librarian Baldino

Absent: Directors Baraka
City Council Liaison Salter

Presenter: David Adams of Morgan Stanley

Call to Order

President O'Donnell called the meeting to order at 6:07 pm. A **MOTION** to alter the order of the agenda was made by Director Errichetti to allow for a presentation on financial investment by Mr. Adams. Director Greenberg seconded the motion and the motion was unanimously approved.

Mr. Adams gave a brief presentation on the financial investment of Library endowment funds.

Approval of the Minutes:

A **MOTION** to approve minutes of August meeting with corrections was made by Director Errichetti. The motion was seconded by Director Greenberg and unanimously passed.

Treasurer's Report

After a brief discussion, Director Errichetti offered a **MOTION** to invest \$400,000 of endowment funds in ladder bond funds with David Adams of Morgan Stanley by Director Errichetti. The Motion was seconded by Director Holden and unanimously passed. He also offered a **MOTION** to consolidate \$225,000 of endowment funds in an account with Morgan Stanley with the remaining funds staying in Bank of America and Peoples Securities This Motion was seconded by Director Greenberg and unanimously approved.

Director Errichetti presented the Board of Directors with a year to date accounting of expenses by location. He noted that the Library was again charged for \$267,551 for debt service that had not yet been incurred.

Payment of Invoices

Director Errichetti presented a **MOTION** for the approval of monthly vouchers in the amount of \$114,414.44. Highlighted expenses were \$1200.31 to replace gaming systems stolen from Newfield branch and expand those at Burroughs-Saden, \$6501.00 to archive the Bridgeport-Telegram, \$3550

for six month of crochet classes at two locations, \$13,500 for expenses to move Newfield, \$42,000.00 for Newfield rent and security deposit, \$7,625.64 of storage of Newfield's Children's collection, \$750.00 for museum passes to the Peabody Museum. The Motion for payment was seconded by Director Holden and unanimously approved.

Unfinished Business

- Director O'Donnell polled the Library Board of Directors regarding the agenda for the Directors retreat to be held at the Klein Memorial on September 23rd. Director Holden volunteered to contact the moderator with the agenda and Director Errichetti volunteered to get light refreshments
- There was a general discussion regarding the status of the relocation of the Newfield Branch. Librarian Sweeney reported that the current occupants of the facility had not yet moved and that the facility was still being used for third party storage. Interim City Librarian Baldino reported that the current owner contacted her regarding security and rental fees. The Board agreed that no fees would be provided until the premises had been vacated and all materials of the current occupants removed. A **MOTION** to remain in present location of Newfield Library until October 31st by Director Errichetti, seconded by Director Brown and approved by a vote of six to one (Errichetti, Brown, Christy, Cunningham, Greenberg, Osborne-Gant (VOTING AYE) Director Holden (VOTING NAY)
- Interim City Librarian Baldino informed the Board of Directors that the LED project was due to begin shortly.
- Director O'Donnell asked Directors to consider nominees for the Bridgeport Library Foundation
- Interim City Librarian informed the Board of Directors that the work of cataloguing the Klein collection had begun. When discussing a familial viewing of the collection, Director Errichetti suggested that the sum of up to \$1,000 be appropriated to clean the cases before the next Board of Directors meeting.
- Assistant City Librarian Soltis presented data on library programing. He presented programing and per person expense data on Crochet Club, Yoga, Zumba, Tai/Chi, Craft Classes, and Tax Assistance totals for three library locations for consideration by the Directors.

Correspondence and Communication -None

City Librarian's Report

Interim City Librarian Baldino spoke of continued parking problems in back of Burroughs-Saden and requested that a security arm be installed in the back lot and that the parking authority designate handicapped parking spaces near the children's room. Director Christy offered a **MOTION** to authorize up to \$15,000 for a security gate for the parking lot in back of Burroughs-Saden. The **MOTION** was seconded by Director Osborne-Gant and passed by a vote of six o one. (Directors Greenberg, Christy, Cunningham, Holden, Brown, and Osborne-Gant voting AYE Director Errichetti voting NAY)

She reminded the Board of Directors of the deplorable conditions of the Burroughs-Saden storytime children's room and explained that for less than 10,000 new shelving, an area rug and a small couch

could be purchased to refresh the room and make it an attractive place to hang the Helen Liskov plaque. The Directors agreed. Funds already existed in the current budget to cover this expense

Interim City Librarian presented the Board of Directors with a staffing proposal. In it she listed the number of positions that would need to be filled in order for the Library to be open 52 hours a week at each location (including Sundays) She noted that only one of the previous requests for staff hiring had been filled

She distributed copies of a proposal for the relocation of Newfield obtained by Librarian Sweeney in 2016 and a list of her managerial accomplishments over her first six months as Interim City Librarian.

Report of Facilities Committee

Directors were given an update on the two construction projects. Director Errichetti informed the Directors that work on the Upper East Side facility have been put on hold until the Board of Directors resolves remediation issues. He offered a **MOTION** for the payment of \$99,935 to Antinozzi Associates for completed design and construction drawings, seconded by Director Holden and unanimously approved. He also offered a **MOTION** to authorize the allocation of \$100,000 to Mr. Stewart of Ashlar Construction Company for pre-construction preparations. The MOTION was seconded by Director Holden and unanimously passed. Director Errichetti also informed the Board of Directors progress on the Newfield site was contingent on findings by Geotech regarding soil stability. There was also the question of setbacks and the need for approval by the Zoning Board of Appeals. President O'Donnell stated that there was no clear title to the property for sale on lower East Main Street, but they will continue to pursue acquisition of the property when legal issues are resolved.

Report of Finance Committee

There was a general discussion of the referendum initiative. Directors were informed that the signatures were due in the Town Clerk's Office on September 6 and that the text needed to be translated into Spanish. Referendum staff to spearhead the initiative needed to be hired. Director Errichetti informed the board that his sister had volunteered to be the PAC treasurer. President O'Donnell and Director Errichetti arranged to meet with the Miscellaneous Matters Committee on October 2nd to inform them of Library initiatives and issues.

Report of Governance (Nominations) Committee

Directors Christy and Brown informed President O'Donnell that they had received official letters of their re-confirmation to the Library Board.

Report of Personnel Committee

President O'Donnell requested that Director Greenberg reassume his leadership of the Personnel Committee. Director Greenberg agreed and reminded the Directors that the Personnel Committee meetings were scheduled for the 2nd Wednesday of the month at 5:30 pm.

City Librarian Search Committee

Director Holden informed the Directors that a search firm would cost \$30,000 to \$35,000. Director Christy urged that the Board of Directors begin the search for a new Director as soon as possible.

Report of Marketing Committee

Director Osborne-Gant informed the Board of Directors that the Marketing Committee would meet on Tuesday September 26 and October 2nd at 11 am. and that all Directors are invited.

Report of the Friends of the Library

Director Errichetti reported that the Friends of the Library honored their commitment and donated \$3000 to the BPL for the purchase of children's books. He said that approximately 900 books had been red during the summer reading initiative. The Annual Meeting of the Friends of the Bridgeport Library will be held on October 26, at 6 pm. in the third floor classroom at Burroughs-Saden. President O'Donnell will speak on the status of Library expansion Initiatives.

New Business

Director Errichetti made a **MOTION** for Directors only to go into Executive Session to discuss pending litigation at 8:27 pm. The motion was seconded by Director Greenberg and unanimously approved.

Motion to Adjourn

The Directors emerged from Executive Session at 8:45pm. No action was taken. Director Greenberg offered a **MOTION** to adjourn at 8:47pm. The Motion was seconded by Director Holden and unanimously passed. The meeting was adjourned at 8:48 pm.

Respectfully submitted by,

Anne Cunningham
Ass't Secretary