

MINUTES
of the Meeting of the Board of Directors of the
Bridgeport Public Library
held at the North End Branch
3455 Madison Avenue, Bridgeport, CT.
on Tuesday, November 13, 2018, at 6:30 p.m.

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

Absent: Director Osborne-Gant, Director Torres, Director Brown

Call to Order:

President O'Donnell called the meeting to order at 6:35 p.m. A **MOTION** to approve the agenda was accepted by 1st Director Greenberg, 2nd Director Holden and unanimously approved.

A **MOTION** was made to amend agenda to include administration of the oath of office to Director Sauda Elia Baraka, who was reappointed by the Library and recently approved and confirmed by the City Council and to accept the agenda, as amended. 1st Director Greenberg, 2nd Holden, Director Baraka, unanimously approved.

A **MOTION** was made to approve the minutes of the Regular Meeting of October 17, 2018. 1st Director Errichetti, 2nd Director Holden: unanimously approved.

A **MOTION** to approve the minutes of Special Meeting of October 24, 2018. 1st Director Errichetti, 2nd Director Baraka, unanimously approved.

A **MOTION** to approve the minutes of Special Meeting of November 1, 2018. 1st Director Errichetti, 2nd Director Baraka, unanimously approved.

Treasurer's report / Payment of invoices

Treasurer Errichetti presented Library Board Vouchers. A **MOTION** to approve payment of vouchers in the amount of \$38,070.33. 1st Director Errichetti, 2nd Director Holden: unanimously approved.

Director Errichetti and other board members reviewed the year to date financials prepared by Interim City Librarian E. Braithwaite.

A **MOTION** to approve the Treasurer's report. 1st Director Greenberg, 2nd Director Holden: unanimously approved.

UNFINISHED BUSINESS

Director O'Donnell requested the status/action regarding Upper East Side Design /Build discussion be deferred to a future meeting while awaiting the finalization of the contract.

Director O'Donnell requested the discussion/action regarding Board Development, Committees, and Recruitment discussion be deferred to a future meeting. Director O'Donnell is waiting for information from other board members concerning what committees they would like to serve on.

UB Interior Design

The UB Design is very positive and coming along fine working on 2nd and 3rd floor. Director Errichetti stated the library staff suggested returning the popular library (new fiction, non-fiction, new DVD 's and quick use computers) back downstairs on the first floor. It was suggested that there may be room to have both a popular library and community room on the first floor if the Teen Center were relocated to the 3rd floor. New materials location on the 2nd floor is not the most convenient access location. Director Errichetti indicated the reallocation of space might be low cost and more doable.

Black Rock Branch

The work for removal of mold is completed. The carpet was removed, but all the glue was not taken up. Director Errichetti wants a follow-up to the issue of glue removal. Director Errichetti also indicated the WPCA was to be contacted and a follow-up on that issue is also needed. Director Errichetti did state a city council member is involved with the drainage issue to oversee that the city is helping to resolve the issue.

1277 Stratford Ave

Interim City Librarian Braithwaite stated the library had originally started to create a plan on what they wanted the library to do to provide service in the East End during the interim construction period. It was suggested to focus on outreach to the community and meet with them concerning their issues. Interim City Librarian Braithwaite had a meeting with some community

members of the East End to discuss how the library can maintain a presence in the community now that the temporary Newfield branch is closed. The main concern of the community is how important the library is in providing a safe space for the children. The library is needed to help students with their homework who don't have access to computers or the use of Wifi. Interim City Librarian Braithwaite indicated she wants more feedback and left flyers, website information as well as information via the social media. Interim City Librarian Braithwaite spoke with the school superintendent and she expressed her concern and is interested in discussing how the neighborhood schools can assist. It was also noted that some of the community did not know the branch was closing. Interim City Librarian Braithwaite stated there is some interest in the East Side branch and that may be an alternative for some to go there. The library goal is to continue with community meetings to keep them informed of what is happening with the library. Information and posters will be put up at the local schools. Director O'Donnell stated it was suggested to him by a former resident of East End that the Pastor of Blessed Sacrament Church may be amenable to the library having the use of basement for programs.

Director Errichetti inquired about the use of book mobile. Interim City Librarian Braithwaite stated the bookmobile needs a generator to provide heat. Looking for locations to park the bookmobile is very difficult. May be able to use bookmobile but not for long-term due to winter months approaching.

Correspondence and Communication

There was no correspondence or communication received at this time.

Library Consultant and Assistant City Librarian's Reports

Interim City Librarian E. Braithwaite gave a detailed report of her activities concerning the library; Interim City Librarian E. Braithwaite reported she attended several meetings in the last month. She attended the National External Degree Program Director's meeting with Principal Assessor Lisa Wolfeiler for the Burroughs location. Interim City Librarian Braithwaite stated she learned about the NEDP program statewide and the Literacy Volunteer Program and how they complimented each other. She reiterated how important it is to maintain communication with the community and listen to their views and concerns be taken into consideration with any library projects.

Interim City Librarian Braithwaite received a letter from the Library Staff Association requesting the library to close at 5:00 p.m. for the following dates Monday, December 24, 2018, Christmas Eve and Monday, December 31, 2018, New Year's Eve.

A **MOTION** to approve the request of the Staff Association to close the Library at 5:00 p.m. for the following dates: Monday, December 24, 2018, Christmas Eve and Monday, December 31, 2018, New Year's Eve. 1st Director Greenberg, 2nd Director Holden: unanimously approved.

Director Errichetti inquired of BPCL Consultant Bernadette Baldino if the 1277 Stratford Avenue location will be vacated by December 1, 2018. BPCL Consultant Bernadette Baldino stated the books are being packaged and being moved to 1174 East Main Street by December 13, 2018. Director Errichetti questioned if there was any water damage of material and books and further indicated he wants to know about any water damage before any final rental payments. Director O'Donnell indicated a notice of the Library's intention to terminate the lease and vacate the possession effective December 31, 2018, should be sent to the Landlord now.

Consultant Baldino indicated that 1174 East Main Street should be completed by December 15, 2018, and arrangements have been made to return fixtures from storage. The branch should be ready to open shortly thereafter.

Director Errichetti questioned BPCL Consultant Baldino concerning approval of the sale of artwork. Director Errichetti further inquired if the library has any other artwork for Barnum Museum to accept. BPCL Consultant Baldino stated she would check into it.

Committee Reports

Buildings Construction Projects

Lower East Side

The East Side library is due for opening in another month. Director O'Donnell showed the Board pictures of new East Side Signage Design prototype in Spanish and English. The signage has alternating vibrant light blue, magenta and the words "Library" in each language in yellow, as recommended by the staff. The layout and color hue selection deferred to the vendor. Building side walls are East Face of the building and Shelton street side each 24 wide and @3" high. Director O'Donnell suggested in Phase II to use a community street artist to create a mural for the second floor exterior wall.

A **MOTION** to approve East Side Library Signage Design prototype in Spanish and English with alternating vibrant light blue, magenta and the words "Library" in each language in yellow, as recommended by the staff, with ultimate layout and color hue selection deferred to the vendor. 1st Director Errichetti, 2nd Director Greenberg: unanimously approved.

Director O'Donnell inquired about the status of RFQ for lower East Side. Director Errichetti stated he would put together an outline for RFQ for lower East Side Grant. Director Errichetti states Contractor Anthony Stewart wanted a walk through on Friday, November 16, 2018, at 9:00 a.m. for East Side location.

Burroughs/Saden Building

BPCL Consultant Baldino stated the children's room overall is very good. The majority of the work has been completed. Consultant Baldino stated the LED lighting for the first floor was previously approved by purchasing but has not been installed.

BPCL Consultant Baldino indicated the East Side location is very airy and clean but has no office or wall space. BPCL Consultant Baldino stated the room needs furniture and would like to include a young adult section with entertainment and young adult books. Consultant Baldino suggested purchasing love seats, lamps, and plants. Director Errichetti asked BPCL Consultant Baldino to get prices for the furniture to submit to the Board.

Director Errichetti inquired about the telephone. Interim City Librarian E. Braithwaite stated the telephone, Wifi and Internet will be installed on November 21, 2018.

Reservoir Corridor Site

Director O'Donnell reported that he had been told by stakeholders in the community that the neighborhood would like to see a branch located in the current community garden lots at the northwest corner of Reservoir Avenue and Yaremich Drive. Further discussions are needed with the community garden participants regarding relocation to other sites, perhaps the lot south of Wilbur Cross School. Director O'Donnell will contact the stakeholders regarding those discussions.

Acoustics Study

Interim City Librarian E. Braithwaite reported contract for the Acoustic study was approved and she will take care of the preparations.

Security

Consultant Baldino stated she is waiting for the Fire Marshall's return visit. The Department of Security is making recommendations to put two locks on all the staff doors which is twenty-one in total.

Finance Committee

Director Errichetti indicated he has nothing new to report other than what was stated in the prior report.

Governance Committee

Director Baraka indicated Governance Committee meeting would be held on November 14, 2018, at 6:00 p.m.

Personnel Committee

Interim City Librarian Braithwaite presented a staffing report to the Board members for review. Interim City Librarian Braithwaite worked on job audit form. Director Greenberg stated the library needs to work on how they document issues and complaints.

Marketing Committee

Director O'Donnell noted the need to retain a marketing consultant to reach out to the community. Director Errichetti requested two more quotes. Further discussion was deferred to a future date due to Board members being absent.

Friends of the Bridgeport Public Library

Director Errichetti indicated the annual meeting was well attended. Six volunteers were recognized for their past year volunteer efforts. The Friends were successful in getting books out to the community with the placement of free reading books in thirteen barbershops under a new outreach program.

New Business

Director O'Donnell addressed the need to develop a meeting calendar for new upcoming New Year and submitted a copy of 2019 calendar. Director O'Donnell asked the Board to review it for the organization of meetings. Director Cunningham indicated that in the past there had been no meeting in the month of August. She further stated the Board is required to meet once a month. Director Baraka stated we need more organization for building projects to exclude the extra special meetings.

Director Errichetti made the **MOTION** to adjourn at 8:18 p.m. The **MOTION** was 2nd by Director Holden and unanimously approved.