

REGULAR MEETING OF THE LIBRARY BOARD OF DIRECTORS

Burroughs/Saden Library Board Room

925 Broad Street

Bridgeport, CT.

On Wednesday, January 15, 2020, at 6:00 p.m.

Present: Directors O'Donnell, Errichetti, Allam, Clemons, Holden & Cunningham.

Absent: Directors Osborne –Gant, Greenberg and Baraka

Also, in Attendance: City Librarian E. Braithwaite, Asst. City Librarian John Soltis,

Call to Order

Director O'Donnell called the meeting to order at 6:04 p.m.

MOTION to accept the agenda 1st Director Errichetti, 2nd Director Cunningham, unanimously approved.

MOTION to approve the December 18, 2019, minutes 1st Director Errichetti, 2nd Director Cunningham, unanimously approved.

Treasurer's report /Payment of invoices

Treasurer Errichetti submitted vouchers for approval in the amount of \$307,698.13.

MOTION to approve vouchers in the amount of \$307,698.13. 1st Director Errichetti, 2nd Director Cunningham, unanimously approved.

Treasurer Errichetti submitted to the Board a review of the 2019-2020 payroll variance.

Unfinished Business

Confirmation of Directors: All Directors to be reappointed as well as the new Directors to be appointed are completing new paperwork that will be submitted to Constance Vickers, who has replaced Angel DePara's role in shepherding Board and Commission appointments.

RFP/Q for Security: City Librarian E. Braithwaite stated that the RFP for Security has been issued and bids should be received in early February

E-Rate Discount Application: City Librarian E. Braithwaite stated paperwork will be prepared and submitted for the upcoming cycle. She further stated that there have been minimal issues since we adopted filtering.

Solar Panel Projects: Director Errichetti stated that the solar panel project is going to be rebid. Director Errichetti said the new bid will incorporate the other locations in that bid as well.

Burroughs/Saden Reconfiguration: 1st Floor: Director Errichetti stated that Nick Masciangelo has not replied back to him at this time. He further stated he will continue to reach him.

Special Committee on meeting with City Administration: Director O'Donnell stated two meetings with the City Attorney were held along with several other members of the Administration. The conversations were productive, and it appears that hiring of Library personnel will be streamlined and separated from other city hires. Debt Service Allocation, employee medical expense, retiree medical, retiree prescription and current employee pension expense have been discussed with Nestor Nykwo and Ken Flatto and Director Errichetti and they are working on a way for these expenses to be reviewed and approved by the Library Board in compliance with the state statute. Additionally funding for Upper East Side has been discussed and will be place to meet construction timeline.

The City Attorney's office did not complete the memo of understanding that has been discussed and accordingly the January 13, 2020 needs to be rescheduled.

Carpet Replacement RFP's were issued for carpet removal and related remediation and for carpet installation. All RFP's are expected later this month.

Special Task Force regarding 2nd and 3rd Floor Reallocation The City Librarian and staff have met to discuss how best to stage the movement needed to replace the carpeting, understanding that some additional realignment will be needed after the carpets are installed.

Correspondence and Communications

There is no correspondence.

City Librarian and Assistant City Librarian's Reports

City Librarian's Report

City Librarian E. Braithwaite submitted a written report to the Board. Highlights of the report are as follows: The Security RFP has been issued and she should have the Marketing RFP completed shortly. Three Librarian I candidates have been selected for hire. She is interviewing individuals for the Maintenance Manager position. There was an attempted break-in at East Side location around the Christmas holiday – the glass shattered but remained intact. The Children/Youth library card should be implemented shortly, and North is planning on celebrating its 25th anniversary and has asked for Board

member participation. Board members Errichetti and Holden volunteered to assist.

Committee Reports:

Building/Construction Projects:

Newfield:

Electrical inspection has been completed and all electrical work has been approved allowing for full throttle sheet rock, flooring and other finishes to be worked on. Planned opening is April 2020.

Ashlar Construction has presented several change orders that have not been fully vetted by the Board, Antinozzi or Nick Masciangelo, Construction Services. A special Building Committee meeting will be held on January 21, 2020 with Antinozzi and Nick Masciangelo to review all change orders to date. In the interim, Ashlar Construction has asked for an advance of \$40,000 pending payment of most recent requisition.

Motion: to approve advance of \$40,000 to Ashlar Construction - 1st Director Holden, 2nd Director Errichetti, unanimously approved.

Upper East Side

Director Errichetti indicated that demolition will begin shortly and financing based upon a total cost of \$4,500,000 is in place. The requested re-design was relayed to Antinozzi for incorporation at a later date.

Lower East Side/Phase II

RFP/Q: Director Errichetti stated Nick Masciangelo did not give him the packet yet. He will follow-up on it.

Black Rock Flooding:

Asst. City Librarian John Soltis indicated there has been no new flooding in the basement but there is a water issue in the elevator pit that is being addressed.

Report of Finance Committee

Director Errichetti stated there was no update.

Report of Governance Committee

There was no report.

Report of Personnel Committee

There was no report.

Report on the Marketing Committee

RFP is being prepared by City Librarian.

Report of the Nominations Committee

Director Cunningham was appointed Chair of the Nominations Committee.

Report on Friends of the Library

Director Errichetti stated there was nothing to report.

New Business

No new business.

Executive session

A motion by Director Errichetti, seconded by Director Cunningham and unanimously approved was made at 7:30 PM. The Board came out of Executive session at 7:53 pm. No action was needed.

MOTION was made to adjourn at 7:54 p.m. 1st Director Errichetti, 2nd Director Holden, unanimously approved.