

## **MINUTES OF**

### **REGULAR MEETING OF THE LIBRARY BOARD OF DIRECTORS**

Burroughs/Saden Library Board Room

925 Broad Street

Bridgeport, CT.

On Wednesday, February 19, 2020, at 6:00 p.m.

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

Absent: Directors Osborne –Gant

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

#### **Call to Order**

Director O'Donnell called the meeting to order at 6:05 p.m.

**MOTION** to accept the agenda 1<sup>st</sup> Director Errichetti, 2nd Director Greenberg, unanimously approved.

**MOTION** to approve the January 15, 2020, minutes - 1<sup>st</sup> Director Errichetti, 2nd Director Cunningham, unanimously approved.

**MOTION** to approve the February 5, 2020 Special Meeting minutes - 1<sup>st</sup> Director Errichetti, 2nd Director Greenberg, 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 \$73,947.63. 1<sup>st</sup> Director Errichetti, 2nd Director Greenberg, unanimously approved.

#### **Unfinished Business**

**Confirmation of Directors:** All Directors to be reappointed as well as the new Directors to be appointed have completed their paperwork and Director O'Donnell was going to follow up with Constance Vickers for next steps (Ethics Commission, submission to City Council and Miscellaneous Matters review.

**RFP/Q for Security:** City Librarian E. Braithwaite stated that the bids have been received and will be reviewed with a selection made in early April 2020.

**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 out to bid and are due at the end of February 2020.

**Burroughs/Saden Reconfiguration: 1st Floor:** Director Errichetti stated that the bid was issued and two vendors attended the mandatory walkthrough, although the project may not have been posted properly and therefore will need to be reissued.

**Special Committee on meeting with City Administration:** The City Attorney's office has not completed the memo of understanding that has been discussed and the follow up meeting has not been rescheduled. However we have received a revised "new hire" form similar to BOE which eliminates many approvals not deemed necessary for library hires.

Additionally, Director Errichetti is going to contact State Representative Jack Hennessey to ask if he would request an interpretation of CGS §11-36 on implementation clarification, where the Board and City disagree.

**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 2<sup>nd</sup> and 3<sup>rd</sup> 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:

- We received four bids for Library Security
- We have filled one custodian, three Librarian I and the Library Maintenance Manager position.
- Search for the Library Office accounting position will start shortly.
- The Library has officially been accepted by the US State Department as a Passport Acceptance Agency.
- The Library has received a \$5,000 materials LSTA grant for Urban Libraries. The funds will be used to establish "New American Collections" at each library location.

## **Committee Reports:**

### **Building/Construction Projects:**

#### **Newfield:**

Interior construction is now well underway now that the electrical inspection is completed. A targeted soft opening in the first week of April 2020 is planned.

No solution for the exterior of the Building has been reached.

**MOTION** – if a solution is not found shortly, the Board votes to use the dark brick consistent with the existing dark brick, 1st Director Greenberg, 2<sup>nd</sup> Director Errichetti, unanimously approved.

#### **Upper East Side**

Work on the Upper East Side location has been temporarily halted pending paperwork which will allow for payment to Downes. City Librarian Braithwaite indicated payments should be made this Friday now that all paperwork is in order.

#### **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**

A posting will be made for the open Library Director position in the CT Post, on the Library website page and the Library's facebook page. Submissions will be due no later than February 29, 2020.

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

Director Errichetti stated efforts are being made to purge the garage of excess books through various efforts. The Friends giving budget for 2020 is \$10,000 of which \$4,000 is being allocated to the Summer Reading Program and \$1,600 is allocated to Burroughs Children's Department for joint programming. nothing to report.

### **New Business**

The meeting calendar for Board and Committee meetings was discussed and approved.

**MOTION** – to approve the Library Board meeting calendar and the Committee meeting calendar as presented – 1<sup>st</sup> Director Greenberg, 2<sup>nd</sup> Director Errichetti, unanimously approved.

(Board meetings will be held the third Wednesday of the Month at 6:00 PM at Burrough Saden Board Room; Building and Finance Meetings are held the second Tuesday of the Month except when the Board meeting falls on the 15<sup>th</sup> of the month when it will be held on the first Tuesday of the Month at 5:30 PM; Personnel and Governance will meet on the second Wednesday of the month at 5:30 PM)

Committee Membership:

Building/Finance: Holden, Errichetti, Gant

Personnel/Governance: Greenberg, Cunningham, Clemons, Allam

### **Executive session**

NO Executive Session was required.

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