

MINUTES

SUBJECT TO AMENDMENT AND APPROVAL AT A FUTURE BOARD MEETING

OF THE

REGULAR MEETING OF THE LIBRARY BOARD OF DIRECTORS

Burroughs/Saden Library Board Room

925 Broad Street

Bridgeport, CT.

On Wednesday, November 20, 2019, at 6:00 p.m.

Present: Directors O'Donnell, Errichetti, Baraka, Osborne-Gant, Allam, Clemons, Greenberg. Holden, Cunningham.

Also, in Attendance: City Librarian E. Braithwaite, Asst. City Librarian John Soltis, Burroughs Youth Services Librarian Anna Knorovska.

Call to Order

Director O'Donnell called the meeting to order at 6:00 p.m.

MOTION to accept the agenda 1st Director Holden, 2nd Director Greenberg, unanimously approved.

MOTION was made to move the Librarian Report up on the agenda due to the presentation being presented by Burroughs Youth Services Librarian Anna Knorovska. 1st Director Errichetti, 2nd Director Greenberg, unanimously approved.

Burroughs Youth Services Librarian Anna Knorovska presented a computer film presentation of the Halloween Program. Librarian Knorovska outlined to the Board some of the various programs and games they have implemented in the Burroughs library. Some highlighted from the Children's Department were Lego Club, Slime, Bingo, Skippyjon Jones Storytime for children and Storytime on Saturdays. She further indicated some books were in Spanish. Librarian Knorovska also stated they had programs geared to teens such as Teen Café and other activities. Librarian Knorovska provided photos from the Halloween party which was a huge success.

MOTION to approve the October 16, 2019, minutes 1st Director Errichetti, 2nd Director Greenberg, unanimously approved.

MOTION to approve the October 30, 2019, Special Meeting minutes 1st Director Errichetti, 2nd Director Holden, unanimously approved.

Treasurer's report /Payment of invoices

Treasurer Errichetti submitted vouchers for approval in the amount of \$113,174.07. After the Board discussion, a motion was made to approve vouchers in the amount of \$25,368.63, due to removals of vouchers # 3 for Computer equipment \$60,000.00, # 6 F & F Mechanical \$21,650.00 (\$2,000.00 was approved leaving a balance of \$19,650.00) and #10 Silverstone. \$6,155.44, leaving a balance of \$27,368.63 for the Board's approval.

MOTION to approve vouchers in the amount of \$25,368.63. 1st Director Errichetti, 2nd Director Greenberg, unanimously approved.

Treasurer Errichetti submitted to the Board a review of the 2018-2019 payroll variances.

Unfinished Business

Confirmation of Directors: Director O'Donnell stated he got a call earlier this week from Angel DePara. Director O'Donnell returned his call but was unable to speak with him due to Mr. DePara being tied up with another matter. Director O'Donnell indicated he has no new information to report at this time.

RFP/Q for Security: City Librarian E. Braithwaite stated she is working on the RFP/Q that the library needs to submit and should have a draft for the next Building Finance Meeting.

E-Rate Discount Application: City Librarian E. Braithwaite stated there was nothing new to report.

Solar Panel Projects: Director Errichetti stated that the solar panel project sole bid was too high. Director Errichetti stated the project was going to be put back out to Bid. 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 a meeting with the Special Committee was held last night (11/19/19). He stated they went through a list of things the library wanted to discuss on the agenda with the City Attorney. He further stated he was waiting for the City to get back to him concerning the date and time. He stated there is a lot of unresolved issues with the City concerning the City's control of the library.

Correspondence and Communications

Director O'Donnell received a letter from Probate court regarding a gift for North Branch but the estate is still in probate.

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: She indicated the security RFP is expected to be ready to present at the December Building and Finance Committee meeting. City Librarian E. Braithwaite indicated the city had finally approved all the library position requests that had been submitted last July. She stated the staffing plan is in progress and the Marketing RFP data from the committee is being reviewed.

Committee Reports:

Building/Construction Projects:

Newfield:

City Librarian E. Braithwaite stated the electrical room drain is straightened out. The Newfield Library sign in stone is up on the exterior of the building. Director Errichetti inquired about the book drop. City Librarian E. Braithwaite indicated that the library will purchase the drop box. Director Holden inquired about the date of completion. She stated possibly in January 2020. City Librarian E. Braithwaite said the furniture is on hold due to them needing a date to get into the building. She did state they will be getting computers soon. Director Errichetti, as well as Director O'Donnell, indicated the need for a Grand opening date.

Upper East Side

Director Errichetti stated he had a meeting with Antinozzi regarding an alternative design for the customer service desk which was presented to the Board for consideration. Although the design was favored over the prior design, the Board indicated its desire to have book shelving installed that can be used to feature new releases and asked that lighting be installed to highlight the books being displayed. Also requested was a panel be incorporated between the shelving on which a graphic depicting a scene historical to the area could be displayed. Director Errichetti was authorized to go back to Antinozzi to relay the request.

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

Director Baraka stated there was no update.

Report of Personnel Committee

Director Greenberg indicated City Librarian E. Braithwaite was working on staff descriptions. Director Greenberg stated that the change to the Librarian V job descriptions eliminating the MLS requirement was receiving some union pushback; he reached out to Phil White of Labor Relations to try to resolve.

Director Baraka and Director Errichetti think they should have a completed staffing chart before rehiring all open positions.

Report on the Marketing Committee

City Librarian E. Braithwaite stated the RFP/Q for retention of a marketing firm will be the priority after Security RFQ and staffing chart.

Report on Friends of the Library

Director Errichetti stated there was nothing to report.

New Business

Staff Presentation

Director Errichetti discussed with the board to re-establish staff presentation as a regular agenda item.

MOTION to re-establish staff presentations as a regular agenda item, 1st Director Errichetti, 2nd Director Holden, unanimously approved.

Thinker's Club

Director O'Donnell would like to explore the idea of "Thinker's Club" and possibly starting it in January. He indicated he would like to host the first one in January. Director O'Donnell stated it would be a vehicle for Civic Literacy and hopes to engage the public in what the library will be.

Executive session

Director O'Donnell stated there was no need for an Executive Session. He stated he received a call from Deputy City Attorney John Bohannon who was delayed in Hartford. Attorney Bohannon has received some information from Mr. Hughes regarding the settlement demands which he will forward to Director O'Donnell to share with the Board. Director O'Donnell stated he did not have any other information at this time.

MOTION was made to adjourn at 7:50 p.m. 1st Director Greenberg, 2nd Director Baraka, unanimously approved.