

REGULAR MEETING OF THE LIBRARY BOARD OF DIRECTORS

Burroughs/Saden Library Board Room

925 Broad Street

Bridgeport, CT.

On Wednesday, December 18, 2019, at 6:00 p.m.

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

Absent: Directors Osborne –Gant 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 6:00 p.m.

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

**MOTION** to approve the November 20, 2019, 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 \$114,195.66.

**MOTION** to approve vouchers in the amount of \$114,195.66. 1<sup>st</sup> Director Errichetti, 2nd Director Greenberg, unanimously approved.

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

**Unfinished Business**

**Confirmation of Directors:** Director O'Donnell stated that he has been informed that Angel DePara is no longer handling Commission appointments; Constance Vickers is now responsible. Director O'Donnell will reach out her.

**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 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 will be putting together a memo of understanding as a permanent document to be used for clarification going forward. The Committee will meet again with the City officials on January 13, 2020.

### **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: She indicated other matters have hindered her completion of the security RFP, staffing plan and Marketing RFP but remain priorities as time allow. She will interviewing for the Maintenance Manager the first week of January.

#### **Committee Reports:**

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

##### **Newfield:**

Construction continues but still seems to be behind schedule. There is a planned walkthrough on December 20, 2019 and the group hopes to get a definitive opening date.

Motion: to approve Construction Administration services by Antinozzi and Associates at a fee not to exceed \$800 per week through January 31,

2020; 1st Director Errichetti, 2<sup>nd</sup> Director Greenberg, 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**

Director Greenberg indicated City Librarian E. Braithwaite was working on staff descriptions

### **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**

#### **Broad Street Art Walk**

Director Errichetti informed the Board that there is a plan being developed to present public art along Broad St from Seaside Park to the Broad St stairs. This will be a long term project, and will involve use of Library property. The Library was receptive to the use of our property for this purpose but requested that the Art be presented to the Board for approval. Director Errichetti indicated that he would relay this message to parties developing the art walk.

**Executive session**

Director O'Donnell stated there was no need for an Executive Session.

**MOTION** was made to adjourn at 7:19 p.m. 1<sup>st</sup> Director Cunningham, 2<sup>nd</sup> Director Greenberg, unanimously approved.