

Minutes of  
**Board of Directors Meeting**  
Wednesday, July 15, 2015  
Burroughs-Saden Library  
925 Broad Street, Bridgeport CT

**Present:** Directors O'Donnell, Baraka, Errichetti, Brown, Christy, Cunningham, Greenberg and City Librarian Hughes

**Absent:** Director Holden

The Meeting was called to order by President O'Donnell at 7:07 P.M. A **MOTION** was made by Director Greenberg and seconded by Director Baraka to accept the published agenda and unanimously approved.

**Public Comment:** None

**Approval of the Minutes:**

A **MOTION** was made to approve the Minutes of the June 17<sup>th</sup> meeting by Director Baraka and seconded by Director Greenberg. The MOTION was unanimously approved. A second **MOTION** was made by Director Errichetti and seconded by Director Greenberg to approve the Minutes of the Special Meeting held on Monday June 29, 2015. The MOTION was unanimously approved.

**Approval of Treasurer's Report:**

Treasurer Errichetti presented the Board of Directors monthly vouchers in the amount of \$928,134.41. This amount included line item transfers from the capital budget to Antinozzi Associates and GZA that were approved in the special meeting on June 29. These transfers were approved to facilitate environmental evaluation and schematics for new property acquisition.

**Unfinished Business:**

City Librarian Hughes said he had no update on progress to create a uniform fine and remittance procedure throughout the system.

**Correspondence and Communication:** The BPL was notified of a meeting of the Association of CT Library Boards on September 3<sup>rd</sup>

**City Librarian's Report**

City Librarian Hughes distributed to the Directors copies of the reports from the Maintenance Supervisors and from Burroughs-Saden. Newfield, Old Mill Green and

Black Rock. He indicated that the Strategic Planning Process would be starting the following day (July 16<sup>th</sup>) with a meeting with the Bergers and that he expected it to take 3 to 4 months. He said that the Intent to Apply notification had been sent to the CT State Library Board on June 29 in anticipation of the BPL application for a Construction Grant. He said that he had not yet contacted Antinozzi Associates regarding necessary schematics nor the City Grants Office regarding the authorization process.

He met with John Stafstrom on July 14<sup>th</sup> to “get a better understanding of the bonding process” and spoke to Rep. Stallworth and Rep. Baker to gain support for line item grant bonding. He met with the Mayor’s office and several Common Council members regarding a proposed CITY ID and suggested they look at the Los Angeles model which offers the CITY ID at the library. On Saturday July 11<sup>th</sup> he attended the Bridgeport Arts festival along with bookmobile staff.

He informed the Board of Directors that the candidate designated to fill the position of Assistant City Librarian had resigned and that the position was again vacant and that efforts were being made to “clean up the Building (Burroughs-Saden) and the North End branch”. He said that work on the restrooms at Burroughs-Saden was scheduled to begin on the following Monday. (July 20<sup>th</sup>)

### **Report of the Personnel Committee**

Director Greenberg reported on the administrative confusion regarding the procedure for the elimination of the positions unique to the BPL table of organization. Director Errichetti offered a motion to hire outside counsel to advise and clarify the Board of Directors power under State statute and city labor practices. The motion was second by Director Greenberg. After some discussion it was determined that the Motion needed further clarification and the matter was referred back to the Personnel Committee for further clarification

Director Greenberg scheduled a meeting of the Personnel Committee for Monday July 21<sup>st</sup> at 5:45 P.M. in the Burroughs-Saden Boardroom.

### **Report of the Facilities Committee**

Director Errichetti and President O’Donnell gave an update on the status of acquisition of the former Newfield Branch. They informed the Board of Directors that a environment report from GZA indicated that there was no lead paint and minimal asbestos contamination on the 755 Central Avenue property.

Director Errichetti offered a **MOTION** authorizing the advancement of non-levy library funds, if necessary, for the payment of taxes and additional liens on the 755 Central Avenue property prior to July 31<sup>st</sup>. The MOTION was seconded by Director Greenberg and unanimously passed.

President O'Donnell presented a **MOTION** authorizing the use of non-levy funds for the purchase of a title insurance policy on the properties under acquisition for the Library's protection. The **MOTION** was seconded by Director Baraka and unanimously approved.

Director Errichetti informed the Board of Directors that a bid had been made on the lower East Main Street Property and the owner decided to list the property anyway. Director Errichetti offered a **MOTION** authorizing the use of \$50,000 of endowment funds, if necessary, for closing costs on East Main Street properties as necessary. The **MOTION** was seconded by Director Greenberg and unanimously approved.

Director Errichetti reported that he, President O'Donnell and Director Christy met with Thomas Sherwood and Adam Wood regarding bonding for library expansion under the auspices of the City of Bridgeport. Mr. Sherwood said that, since the library will be paying the debt service out of its 1 mill appropriation, there will be no increase in debt. He said that the Library should bring the request to the Common Council Budget and Appropriations Committee meeting on August 2.

After discussion of the amount of bonding needed, Director Baraka presented the **MOTION** requesting 12.5 million dollars be included in the City's 2015-2016 capital budget for the acquisition and fit out of three parcels of land to be used as satellite libraries/technology centers. The Motion was seconded and unanimously approved.

The request is to be presented to the Common Council Budget Committee at their August 2<sup>nd</sup> meeting.

Director O'Donnell informed of the Board of Directors of his intention to attend the next East End NRZ meeting on Tuesday July 21 to inform the community of our plans.

### **Report of the Governance/Nominations Committee**

President O'Donnell inquired if the new directors had approved by the Common Council. City Librarian Hughes said they had not.

### **Report of the Friends : None**

A **MOTION** to adjourn was made, seconded and unanimously approved. The meeting was adjourned at 8:41 P.M.

Respectfully submitted,

Anne M. Cunningham

