

**MINUTES  
LIBRARY BOARD MEETING  
BRIDGEPORT PUBLIC LIBRARY  
November 19, 2014**

President O'Donnell called the regular meeting of the Board of Directors of the Bridgeport Public Library to order at 7:10 p.m. in the Board Room of the Burroughs-Saden Memorial Public Library.

PRESENT: Directors James O'Donnell, Thomas Errichetti, Hon. William Holden, Donald Greenberg, Sauda Baraka, Anne Cunningham.

ABSENT: Directors Osborne-Gant, Arroyo

**Public Comment:**

A presentation was made by Shaney Akinlade of the Bridgeport Alliance of Youth Ministries. Mr. Akinlade gave the Board of Directors an overview of the plans for collaboration between the BPL and BAYM taking place in all Bridgeport libraries during the week of December 8-12. Students in Grades 3 thru 5 will participate in a national computer coding class called "An Hour of Coding". BAYM will provide 3 sessions at each library as well as staffing and equipment to acquaint Bridgeport students with the possibilities and skills needed for computer use.

**Approval of Minutes:**

A **MOTION** was made by Director Errichetti to approve the minutes of the October 2014 meeting and seconded by Director Greenberg. The minutes were unanimously approved.

**Financial Reports:**

Treasurer Errichetti presented financial reports, as attached, indicating Library Fund City vouchers for approval totaling \$197,426.98. A discussion was held on the request for the purchase of 3D printers for all library branches. Acquisition for one printer was approved pending the creation of policy for its use and provision made for staff training. A line item transfer in the amount of \$6760.98 was made from other services to equipment rental. D

A **MOTION** was made by Director Errichetti and seconded by Director Baraka to approve payment of monthly vouchers in the amount of \_\$197,426.98\_ The payment of the vouchers was unanimously approved

**Unfinished Business:**

City Librarian Hughes indicated that he had not had time to review the fine collection policy with Mrs. Boyd, but would report to the Board of Directors at he next meeting.

Director Errichetti remarked that he was waiting comments from City Librarian Hughes of the revised Collection Development Policy and Purchasing Policy. City Librarian Hughes

said he would review it, but that he had no major concerns. City Librarian Hughes was directed to provide the directors with feedback before approval of the revised policy. City Librarian Hughes said that a copy the most recent Table of Organization had been given to Director Greenberg, chairman of the Personnel committee. He informed the Board of Directors that improvements to the first floor of Burroughs-Saden had gone out to bid, but was unsure of exactly where it was the bidding process. Progress on the relocation of parts of Historical Collection to provided greater public access is pending further staff discussion. There was no progress on the revised book budget acquisition procedure. Director Errichetti underscored the necessity of the staff to provide justification for their recommendations in order to assure appropriate spending allocations.

### **Correspondence and Communication:**

President O'Donnell received legal communication concerning a possible bequest to the library. The Board of Directors unanimously authorized President O'Donnell to act on its behalf regarding this matter.

Agendas and minutes of the monthly meetings of the Library Board of Directors has been forward to John Soltis for posting on the BPL's website.

### **Report of the City Librarian**

City librarian Hughes distributed a spreadsheet on Library data for the year to date. He informed the Board of Director's that library circulation was up in Bridgeport, although is was generally down nationally. The Directors asked City Librarian Hughes if he knew what was responsible for this trend. He said that he would look into it. He informed the Board of Directors he did not attend a City Department Head meeting this month. He presented the Board of Directors with a written report detailing activities of the staff at Burroughs and Black branches. Director Cunningham inquired about reports from the remaining branches.

City Librarian Hughes informed the Board of Directors that staffing changes for acting positions were awaiting the mayor's signature. The job description for the Assistant City Librarian has been posted online. City Librarian Hughes and Director Greenberg assured the Board that appropriate procedures were observed. Director Greenberg urged that the position be filled post haste due to the new facilities plan and other pressing concerns.

A **MOTION** was made by Director Holden and seconded by Director Baraka that the position of Assistant City Librarian be filled by the first of the year. It was unanimously approved.

### **Report of Personnel Committee**

Director Greenberg stated that the Personnel Committee would meet on Wednesday December 10 at 5p.m. at the Burroughs-Saden to develop an instrument, timeline and procedure for performance evaluations of library staff.

He presented the finalized version of Library Policy concerning Outside Engagement by Library Staff. After discussion the policy was approved by a vote of five to one.

## **Report of Facilities**

President O'Donnell reported that he, Director Baraka and City Librarian Hughes had attended a meeting with the BOE Facilities Committee and BOE attorneys concerning the MOU regarding temporary relocation of Newfield to Tisdale School. He said the BOE seemed to view the concept of joint-use facilities favorably. BOE attorneys asked for schematics and amenable revisions to the MOU presented on behalf of the Library Board of Directors.

The Board of Directors expressed concern regarding the status of the Newfield lease and BPL tax obligations.

Director Errichetti reported that the final revision of the Facilities Plan is expected for Board Review

The Board of Directors expressed continued concern regarding maintenance issues and facilities concerns. Director O'Donnell made a **MOTION** that the Facilities Supervisor provide the City librarian with list of needs and concerns in all Library facilities to be presented to the Board of Directors at the next monthly meeting. The motion was seconded by Director Greenberg and unanimously approved.

The Board of Directors also approved a motion to have Director Errichetti explore rental properties available in the Upper East Side area

## **Report of Governance (Nominations) Committee**

Director Baraka reported that the applications for the Library Board of Directors close on December 1<sup>st</sup>. A meeting of the nominations committee is scheduled for December 11 at 5 p.m. at the Burroughs-Saden Library.

## **Report of the Outreach/Marketing Committee**

None

## **Report of the Friends**

Director Errichetti informed the Board of Directors that ten tablets had been donated for use in the Bookmobile.

## **New Business**

See 3D printers under Treasurer report

**Adjournment**

A motion to Adjourn was duly made, seconded and unanimously passed and the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Anne Cunningham