

MINUTES
LIBRARY BOARD MEETING
BRIDGEPORT PUBLIC LIBRARY
October 15, 2014

Vice-President Baraka called the regular meeting of the Board of Directors of the Bridgeport Public Library to order at 7:12 p.m. in the Boardroom of the Burroughs-Saden Memorial Public Library.

PRESENT: Directors Sauda Baraka, Thomas Errichetti, Honorable William Holden, Donald Greenberg, Kenya Osborne-Gant, and Anne Cunningham

ABSENT: James O'Donnell, Paul Arroyo

Public Comment:

None

Approval of Minutes:

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

Financial Reports:

Treasurer Errichetti presented Library Fund vouchers for approval totaling \$101,943.41. The directors inquired about the feasibility of an electronic subscription to the CT Post, and utilization of Eventkeeper to grab programming analytics. Item #61 was deferred at the request of the City Librarian for procedural reasons.

A **MOTION** was made by Director Holden and seconded by Director Greenberg to approve payment of monthly vouchers in the amount of \$100,938.67. Payment of the vouchers was unanimously approved.

There was no report on non-levy funds. In light of concerns raised in other state libraries Director Errichetti asked City Librarian Hughes to report to the board of directors on the procedure for the collection of in-house fees and payment of fines.

Unfinished Business:

The draft Collections Development policy and Purchasing Policy remains under review by City Librarian Hughes.

City Librarian Hughes stated that the Object code for Burroughs- Saden bathroom renovations in the amount of \$230,000 had been forwarded to the appropriate CMS office to move the project forward.

There was no progress a plan to make specific materials of the History Center more available to patrons. City Librarian Hughes indicated that responsible staff had just returned from vacation

Director Errichetti reiterated the need for recommendations for book acquisitions from department heads in order to properly adjust the yearly book budget.

Correspondence and Communication:

None

Report of the City Librarian

City librarian Hughes informed the board of the promotion of Cynthia Hilliard to Junior Librarian and the appointment of Twana Johnson as a full time Library Assistant I. He commended the Black Rock Library for reaching out to neighborhood schools during National Library Card Sign-up month. The Directors asked about the efforts of other libraries. City Librarian Hughes reminded the Board that September 7th marked the third anniversary of expanded library hours and 7 day service at Burroughs-Saden.

On September 8 City Librarian Hughes made a site visit to Westport Library's *Makerspace* in preparation for a meeting on September 11 with BOE staff concerning joint use possibilities in existing and future construction.

He reported that the Mayor's cabinet meeting on September 10th centered on Ethics training and that the October Meeting would be held on October 8 at 10 a.m. in the Popular Library. An overview of the Library Facilities Plan would be given.

City Librarian Hughes indicated he was not advised of the Library Board's request for a monthly update on the status of Library facilities. He indicated he would provide the requested information at the next monthly meeting.

Report of Personnel Committee

Chairman Greenberg informed the Board that a draft policy statement regarding outside engagement by staff during working hours was still under discussion and a statement would be presented at the October meeting of the Board.

Report of Facilities Committee

Director Errichetti reported that a review of the Draft Facilities was conducted on September 3rd and that revisions were forward to the consultants.

City Librarian Hughes stated that he had scheduled a meeting with the Superintendent of Schools concerning joint use issues at Tisdale/Newfield

Director Errichetti suggested that the Board withhold the payment on the Newfield property until there was a clarification of financial issues.

Report of Governance (Nominations) Committee

Director Baraka indicated that she would review the status of nominations for appointment and report to the Board at the next meeting.

Report of the Outreach/Marketing Committee

None

Governance Committee

None

Report of the Friends

Director Errichetti reminded the Board of Directors that the Annual Meeting of the Friends of the Bridgeport Library would be held at on September 25, 2014 at 6:30 pm at the North End Branch.

New Business

After a brief discussion, the Board referred the procedures and timeline for job performance evaluations for the City Librarian and all staff to the Personnel Committee for further development.

Director Errichetti volunteered to work with Ms. Boyd to develop a policy on the reconciliation of non-levy fines

Adjournment

A **MOTION** to adjourn was made by Director Greenberg, seconded Director Errichetti and unanimously passed. The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Anne Cunningham

