

Minutes

Meeting of the Board of Directors of the
Bridgeport Public Library
held Wednesday, November 18, 2015
7 p.m. Burroughs- Saden Library
925 Board Street, Bridgeport CT.

Adoption of the Agenda:

The meeting was called to order at 7:07 pm. with all members of the Board of Directors and City Librarian Hughes present. The agenda was unanimously adopted following a **MOTION** by Director Errichetti and seconded by Director Holden.

Public Comment:

A representative of the Connecticut Small Business Development Center addressed the Board of Directors regarding a Shop Small initiative planned for the Burrough-Saden Community room on Saturday, November 28. A Pop-Up Shop will be hosted at the library to aid small businesses without retail storefronts.

Approval of the Minutes:

The minutes of the October Meeting were approved following a **Motion** by Director Baraka and seconded by Director Greenberg.

Approval of the Treasurer Reports/ Payment of Invoices

Treasurer Errichetti presented for payment vouchers in the amount of \$180,460.49 He highlighted expenditures such as the \$55,913.00 annual fee for Biliomation services, \$40,206.00 for replacement computers for public and staff aft various locations, and \$18,572.85 for Proquest subscription. Vouchers included fees for programming at several locations, Director Cunningham asked if there was a standard fee for all presenters. She was told there was not. After a discussion it was affirmed that Branch Managers are in the best position to determine the programing needs of their libraries. Payment of vouchers was unanimously approved on a **MOTION** by Director Greenberg that was seconded by Director Holden.

Unfinished Business

Director O'Donnell reported that the contents of the Libraries were insured, but was unsure of Old Mill Green and Newfield that were rental properties. City Librarian Hughes indicated that he had received some insurance information from New Haven, but had yet to

hear from Hartford and Stamford. He said he would have more information for the December Finance committee meeting.

Correspondence and Communication

Director O'Donnell brought to the attention of the Board of Directors legal communication regarding copyright infringement on library websites. He indicated that he consulted Librarian Boyd and that she felt that the communication was sent in error. Director O'Donnell felt concern due to the short window for an objection and/or assignment. After a brief discussion, it was decided to have Librarian Boyd make further inquiries into the issue.

The Board of Directors deferred the request of EarthFest for the sponsorship of an Art Prize pending a report from the Governance Committee. Director Baraka made a **MOTION** to conduct a comprehensive review of what would be appropriate use of library funds in support of a third party. The motion was approved with one absence.

City Librarian's Report

City Librarian Hughes distributed a copy of his report that contained monthly reports from branch managers and data on electronic resources. He informed the Board of Directors that he had been appointed to Mayor Ganim's community transition team and that Burroughs-Saden was being used for public meetings. He also reported attending a meeting called by the Council of Churches regarding the demand for shared use of commercial kitchens and a celebration of the Family Economic Security Program. He also attended a follow up meeting with Dr. Paul Broadie of HCC to discuss potential partnerships

He also met with Maisa Tisdale, Charles Brilvitch, Jahmane, and Carol Guertz regarding a grant application to exhibit artifacts from the Freeman Houses at the Library.

City Librarian Hughes stated that on November 5th, the ad for assistant city librarian was posted both internally and nationally and that response "has been great so far".

He informed the Board of Directors that the community survey for the strategic plan would be posted the following day and that community meetings will be scheduled upon assessment of the data collected.

City Librarian Hughes reported that plumbing and sheetrock for the first floor renovation had been completed.

City Librarian Hughes met November 16th with several Directors and CTSBDC advisor Valeria Garrido to review the draft cash handling. The policy will be revised for approval at

the January Finance Committee meeting. He also indicated that he met on November 10 regarding the draft maintenance policy another meeting with Valeria Garrido in attendance will be held on November 19th.

Personnel Committee

Director Greenberg informed the Board of Directors that the attorneys had received the information needed to provide advice on personnel issues. He reported on the process of the performance review of the City Librarian. He informed the Board of Directors that the City Librarian had been provided with several written questions regarding the timeline for the State of Connecticut Library Construction Grant application. He said that City Librarian Hughes would provide the Personnel Committee written responses by December 1 and that the topic would be reviewed at the Personnel committee meeting on December 8.

Buildings Committee

Director Holden once again commended Directors O'Donnell and Errichetti for their tireless efforts to identify and acquire the three properties on the East End/East Side that are sites for the neighborhood libraries in accordance with the Facilities Plan. Director O'Donnell informed the Board of Directors of an invitation to the Mayor and Common Council to a presentation on January 12 on the newly acquired properties and plans for their development. The directors discussed ways of engaging the community and gaining their input on the construction of the new facilities. Director O'Donnell indicated that he would contact Michael Ayles regarding preliminary schematic drawings for the presentation.

Finance

Director Errichetti reported that one of the Library's non-levy checking accounts had been compromised due to a fraudulent check and that the account will be closed. While the incident under investigation by the authorities, new procedures had already been instituted internally for the mailing of all checks.

Governance (Nominations)

Director Baraka scheduled a committee meeting to formulate a policy for external funding of community partners for Wednesday, December 9.

Report of the Friends

The Friends of the Bridgeport Library donated 4,000 books to a tutoring program run by Sacred Heart University.

New Business

A brief preliminary discussion of options for the management of library construction projects was held.

In conjunction with the continuation of the Civic Literacy Project, a **MOTION** was made by Director Baraka and unanimously approved to form a special task force to explore which increased services, such as Notary Public, could be provided to the public. The special task force will consist of Director Baraka, Public Service Librarian Boyd, Directors Osborne-Gant, Greenberg and Brown.

A **MOTION** to adjourn was made by Director Greenberg, seconded by Director Osborne-Gant and unanimously approved. The meeting was adjourned at 8:50 pm.

Respectfully submitted by,

Anne Cunningham