

Bridgeport Library
Board of Directors
Regular meeting
Wednesday, January 17, 2024

ATTENDANCE: James E. O'Donnell, President; Kenya Osborne-Gant, Vice President; Marcie J. Patton; Barbara A. Rogo; Kathleen E. Turner; Denise Clemons (6:18)

STAFF: Elaine Braithwaite, City Librarian;
Laura Matthews, Assistant City Librarian
Suzanne Solensky, ESOL Coordinator

CALL TO ORDER

Director O'Donnell called the meeting to order at 6:08 p.m. A quorum was not present at the time of the roll call.

UPDATE REPORT FROM SUZANNE SOLENSKY re: LITERACY VOLUNTEERS

Ms. Solensky greeted the board and introduced herself as the ESOL Coordinator. She has been in the position since last year and has been rebuilding after all the changes due to the pandemic. Other organizations require participants to be supervised during a scheduled tutoring time. Many participants appreciate the flexibility of time and location with the library program. There are 9 students currently receiving tutoring services and they have 5 tutors available. Many inquiries are sent in to become a tutor; but, once they learn more, they are more interested in tutoring basic Literacy and Mathematics. As she speaks with different organizations they are overwhelmed with student inquiries due to the influx of newcomers in the U.S. These people are beginners to the language and are usually looking for services a few weeks after arriving in the U.S. Ms. Solensky has found tutors that were available after one week of evaluating prospects looking for services; however, soon after they can't commit due to finding employment. This brings them back to square one looking for a tutor that has the same availability. Another issue is that the tutors prefer to provide services at the Trumbull or Fairfield locations and more students are in the Bridgeport area; or, prefer to stay close to the bus line for transportation services.

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Ms. Braithwaite asked, where the tutors were generally located? Ms. Solensky replied, they are in the Fairfield, Westport, Wilton, and Stratford area. There are currently 3 tutors assigned to the Trumbull location because it was most convenient to them. They are working on finding a middle ground for both the tutors and students.

Director Patton asked, what countries are these students coming from? Ms. Solensky responded, they have seen many people come in from Haiti, Columbia and Central America. Three quarters of the inquiries are from Haiti, the rest are Spanish speaking, and a few from the Middle East.

President O'Donnell asked, what the training entails for tutors? Ms. Solensky replied, that the tutors undergo a training that lasts between 3-4 weeks with 5-6 in person sessions covering basic Literacy and ESL. They do not require tutors to know another language or have any teaching experience. The training teaches them characteristics of an adult learner, lesson planning and various techniques. The training dissolved during the pandemic and they transitioned to online training. Many preferred to be in person and others didn't want to commit to five training sessions. They are working on creating an individualized training for the tutors to work with their needs and what's convenient for them.

Vice President Osborne-Gant asked, how long the training sessions were? Ms. Solensky responded, that they are 2-2.5 hour long sessions.

**** DIRECTOR CLEMONS JOINED THE MEETING AT 6:18 ****

President O'Donnell asked, after the training was completed, what kind of case load they were expected to have? Ms. Solensky replied, that they usually have between 2-3 students. They usually try to group students around the same level for the tutoring session. They ask the tutors to have a minimum of two hours with the students and one hour or two hours more of prep time.

So they don't have to pay for the metered parking, Ms. Solensky added they are working with Housatonic to use their parking for tutors. That was something established before Covid; so, they have to reach out to confirm if the arrangements are still available. They are also working on the model of the program to fit everyone's lifestyle. They are also working on conversation groups for students to join and practice the language.

Director Rogo asked, if the program had access to the retired teachers' roster because she gets a lot of emails asking to come back into the field? She knows there is a roster of retired teachers organized by profession somewhere. Ms. Solensky replied, that she does not have access to that

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information; but, would love to. She has tried something similar at her old job; but, didn't succeed. Director Clemons added she can try to gain access to the list from the Office of Education at the State level.

Ms. Matthews asked, if they have reached out to the local colleges to find volunteers? Ms. Solensky replied, yes. President O'Donnell added he can check with someone about tutoring; but, needs to confirm do not need to know the second language, just English. He asked what is the difference between ESL and ESOL. Ms. Solensky responded, that English as a Second Language implies a person only knows one language. When students come to the program they usually know 3-4 other languages, just not English. ESOL reflects the wider linguistic diversity between students. President O'Donnell added he has a colleague who is Haitian and involved in setting up a Haitian community organization. He would be happy to share resources. Ms. Solensky showed appreciation and added the need is there. Some people don't even need a long training. They aren't just looking for retired teachers; but also, working professionals with spare time.

President O'Donnell asked, how much of the training is compared to Robin Williams in *Good Morning Vietnam*? Ms. Solensky replied, she saw the movie; but, what exactly does he mean? President O'Donnell said, that they had a classroom session that was more focused on slang, idiomatic English. Ms. Solensky responded, that they spend a lot of time with that for beginners; but, it all depends on the life of the person. If the student is a parent, upcoming college student, or looking to get a specific job, then they will teach them the language and grammar that best fits what they are looking for.

President O'Donnell asked, other than putting them in touch with resources, what else can they do to help? Ms. Solensky said, the resources will be more than enough. She doesn't live in the area; so, most of her connections are in Milford. She is connecting with someone who is connected to many churches in Bridgeport.

President O'Donnell thanked Ms. Solensky for sharing the updates.

Director Turner asked, what are the requirements to become a tutor? Ms. Solensky said, there are not many requirements.

Ms. Matthews asked, about the status of their website? Ms. Solensky replied, that they just need to upload everything. They have been working with Fairfield University to complete the redesign. They have to clean up the back end to upload the new content and design.

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President O'Donnell asked, where the tutoring sessions take place at the library? Ms. Solensky said they usually meet on the second floor off to the side. They do require tutoring to take place in a public setting for everyone's safety. President O'Donell thanked Ms. Solensky for inviting them to the library and getting them acquainted. Ms Solensky added not many students have libraries in their home countries; so, they share all the free resources available to them once they get a membership.

President O'Donnell asked, if they appoint students to the mango service that are available or is that more for learning another language other than English. Ms. Solensky replied, she does suggest the online program to students but they prefer the social aspect of tutoring and being able to connect with someone from the U.S.

Ms. Matthews added they have access to see how many people use Mango and English is one of the top uses for the services.

Ms. Braithwaite asked, what are the requirements to be tutored? Ms. Solensky said, they must be at least 18 years old and residing in Bridgeport. They do not work with anyone under 18 because they have access to resources within the school system to help them. Ms. Matthews asked, if the City of Bridgeport recommends anyone to the program? Ms. Solensky replied, no. Lisa and she usually host informational sessions online and in the library locations for anyone looking for services. They receive service referrals from community resource programs and social service agencies. President O'Donnell asked, if they get referrals or work with institutes or organizations for migrants? Ms. Solensky has been in touch with them and continues to build relationships.

President O'Donnell again thanked Ms. Solensky for the update and asked if she had any questions for the Board?

Ms. Solensky thanked everyone for their time.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- DECEMBER 20, 2023

**** DIRECTOR PATTON MOTIONED TO APPROVE THE MINUTES OF DECEMBER 20, 2023 AS AMENDED WITH THE FOLLOWING CORRECTIONS:**

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- **THE DATE OF MEETING BEING WEDNESDAY, DECEMBER 20, 2023**
- **THE ADOPTION OF THE MINUTES SECONDED BY DIRECTOR PATTON.**
- **APPROVAL OF MINUTES FOR PREVIOUS MEETING: NOVEMBER 14, 2023 SECONDED BY DIRECTOR PATTON.**
- **MISSPELLING OF KENYA OSBORNE-GANT NAME.**
- **SPELLING AND GRAMMAR ERRORS WILL BE CORRECTED BY DIRECTOR CLEMONS.**

**** DIRECTOR ROGO SECONDED.**

**** THE MOTION PASSED WITH ONE (1) ABSTENTION (CLEMONS).**

APPROVAL OF TREASURER REPORTS / PAYMENT OF INVOICES / APPROVAL OF LINE TRANSFERS

President O'Donnell asked everyone to pull the sheet out in the front explaining the vouchers with the total of \$63,260.32 dollars representing the 10 entries and the addition of \$1,829.48 dollars making it item 11. These are all city vouchers.

President O'Donnell asked, if item 8 was a guess or estimate? Ms. Braithwaite responded, that was an actual quote that David got to get the HVAC computer system set up. President O'Donnell asked, if that would help with issues in the Community Room? Ms. Braithwaite said, yes and line item 11 is for the pneumatic radiator valves to change the controls over from manual.

President O'Donnell asked, what is the difference between C1 & C2 services for Kellog Cyber Consultants. Ms. Braithwaite responded, C1 is networking and the server. Category 2 is the special services they get for upgrades and cables. They go out to bid every year to replace firewalls and cable repairs. It is not necessary to go out to bid; but, if they do, there is a charge from Kellog Cyber Consultants.

President O'Donnell asked, about item 9 regarding the computer license upgrade and he added was this out for bid; but, found out they were short? Ms. Braithwaite replied, yes. She wanted to work on the first half of the budget for next month before passing it along to the Budget Committee. This item was a part of the Novice Health Check that was done a few months ago. One of the biggest concerns was the email system needed to get upgraded from the A1 system they are using. They would need \$1,000 dollars to cover the additional cost.

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Director Clemons asked, if the \$5,000 dollars that was approved in June was extended? Ms. Braithwaite said, no. The \$1,000 dollars will go to that item and they want to have the approval before going into the bidding process at the end of March.

**** DIRECTOR CLEMONS MOTIONED TO APPROVE THE TOTAL OF \$65,089.80 FOR THE BUDGET.**

**** VICE PRESIDENT OSBOURNE- GANT SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Ms. Braithwaite added there is a \$4,000 dollar line item request from computer parts to computer equipment for miscellaneous IT related expenses and equipment needed for the Beardsley Brand Podcasting and Collaboration hub.

Director Clemons asked, what exactly they needed for the Podcasting Room? Ms. Braithwaite responded, that they needed covers for the microphones, tables, green screens and money just in case anything needs to get replaced.

Director Clemons asked, to have the list of items needed to be shared with the Board.

Ms. Braithwaite said, absolutely.

**** DIRECTOR CLEMONS MOTIONED TO APPROVE THE TRANSFER OF \$4,000 DOLLARS FROM COMPUTER PARTS TO COMPUTER EQUIPMENT.**

**** DIRECTOR OSBOURNE-GANT SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR CLEMONS MOTIONED TO APPROVE THE TRANSFER OF \$24,000 DOLLARS FROM SPECIAL SERVICES FREEZE TO COMPUTER SERVICES.**

**** DIRECTOR OSBOURNE-GANT SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

President O'Donnell asked, about the print services they receive from the City and the associated cost. Ms. Braithwaite responded, that they only get billed when they use the services. They encourage the History Center and other departments that use a lot of printing and posters to utilize the City's services to cut back on their cost for in house printing. So far they have been billed \$125.00 dollars for business cards, flyers, and large posters.

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President O'Donnell asked, if they receive a good rate using the City? Ms. Matthews responded, that they are very cost efficient for the projects they have.

**** DIRECTOR CLEMONS MOTIONED TO APPROVE THE TRANSFER OF \$1,000 DOLLARS FROM COMPUTER PARTS TO PRINTING SERVICES.**

**** DIRECTOR OSBOURNE-GANT SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

President O'Donnell added they have roughly \$4.9 million dollars left in the budget which could be attributed to the salary variance.

UNFINISHED BUSINESS

❖ **Status/Action re: Library Programming with Klein**

President O'Donnell shared the Rhonda Denét concert will be occurring on February 9th.

Director Clemons added she knows the Senior Centers have received their tickets and distributed them.

President O'Donnell asked, how the ticket request was going? Ms. Matthews shared she will look for an update; but, when she checked last week there were over 300 requests.

Director Turner asked, how many people can be held at the auditorium? President O'Donnell replied, that there are 1,400 seats.

Director Clemons asked, if they shared it with other surrounding libraries? Ms. Matthews said, they uploaded it to the online board. Ms. Braithwaite added she also shared it with the City Department Heads.

President O'Donnell asked, if there is any way they can track hits on the website for that event? Ms. Matthews said, yes, possibly.

Director Rogo asked, if they can get eagle size flier paper for the event because it gets lost on the announcement board at the libraries? Ms. Matthews responded, that they have asked the staff to distribute large poster sizes and they should be going out soon. Ms. Braithwaite added they can also reach out to the City Print Services to create large posters.

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❖ **Status/Action re: Review Library Hours of Operations**

Ms. Matthews said, they are still shooting for the 1st of February; but, it is going to be hard since they still have to fill positions and move personnel around between Branches.

Director Clemons added they didn't have the Personnel Meeting last month and should hold off until they have the March meeting to make sure the Personnel Committee understands what's going on and understands what needs to be done. Ms. Matthews agreed that would be helpful since they have many openings to fill.

President O'Donnell asked, if a soft new target of March 1st would work? Ms. Matthews responded, they already have the applications on hand and that would work for them.

❖ **Status/Action re: Volunteer Opportunities**

President O'Donnell shared they need to look for Haitian and French speaking people to serve as tutors. Ms. Matthews added with all the projects going on, getting the volunteers is going to be a little prolonged. President O'Donnell responded, they can put this to the side and under Personnel to find a coordinator.

❖ **Status/Action re: Social Worker Arrangement**

Due to the East Side Branch projects, Ms. Braithwaite said, there was a hold on the project; so, she hasn't done any work with the YMCA. At the City Directors' Meeting, she met the Director of Health and Social Services. They will be getting together to go over the City model before moving forward with the YMCA.

President O'Donnell asked, if they can expect an update on this for the next meeting? Ms. Braithwaite said, yes.

CORRESPONDENCE AND COMMUNICATIONS

President O'Donnell shared there is a residency page that needs to be submitted by everyone before the end of the month.

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CITY LIBRARIAN REPORT

❖ **Review of monthly statistics**

Due to going after the second construction grant bid, it didn't allow them to move forward with the bidding process and Ms. Braithwaite requested an extension on the East Side Branch construction bond. She did send the extension and received a response. She believes they will be added to the March Agenda for consideration to allow them a one year extension.

Director Clemons said, so, we don't know for sure? Ms. Braithwaite said, because they already requested two extensions and since it is a State bond they can request another. If it was a conventional State grant, they would have to complete everything before May 31st with no extensions available. She believes they should focus on the East Side project and not take on any other major projects to progress with daily work.

Director Clemons said, they should still work as if the extension request was not in place just in case they do not get it accepted.

President O'Donnell asked, why don't we bring this up in a Building Committee meeting so that everyone knows what's going on.

Ms. Braithwaite added she just wants the Board to know the level it takes to get the projects done and the East Side project is one of the biggest projects they currently have. Ms. Matthews added they also have the North Branch project that is getting larger and needs more involvement.

Ms. Braithwaite stated, that they have created a draft of the "Hold Harmless" form to limit liability. They used other forms from libraries and non profit organizations to draft this document.

President O'Donnell said, this is something the Governance Committee should vote or make changes on, not something the Board should be looking at just yet. Under State law, there are things we can waive liability and there are some activities that they need to be responsible for. He will take a look at the laws and compare them with the document.

Director Clemons stated that any library policies should be vetted through the Governance Committee.

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President O'Donnell asked, if the context of this document would be used for library funded events or any events being hosted at the library? Ms. Braithwaite replied, yes.

Ms. Braithwaite asked, if there is insurance for the podcast equipment or would that be under a separate policy from the one they have with the City? President O'Donnell replied, that is something they would have to look into. They would have to bring it to the attention of the Finance Committee to get that information. He is not sure who exactly is servicing the policy. The City is responsible from the first to the last dollar. The City also has insurance for property damage with a \$250,000 dollar deductible; but, they have their own policy to cover the time and money while the City's policy goes into effect.

Director Rogo asked, for outside events at the Klein, do they need a rider for personal liability? President O'Donnell replied in respect to the Klein, they have their own coverage and generally the Klein requires an insurance certificate; but, their insurance is the primary. Since it is a City owned building, they have their own insurance.

Director Clemons added when they hosted graduations at the Klein, they would need to provide a Certificate of Insurance. Director Rogo replied, she doesn't know how many times she has almost fallen from the balcony going down the steep steps.

In regards to the mural in the Adult Services Room on the main floor of Burroughs Library, Ms. Braithwaite stated that they will receive the photographs and electronic files of the mural to store for public viewing and special program use.

**** Vice-President Osborne-Gant left the meeting at 7:15p.m.****

Ms. Braithwaite stated the new positions for the IT, Maintenance and Facilities Manager have been approved by the City Council.

President O'Donnell asked, what is the City Council's position on this? Ms. Braithwaite said, the City Council has ultimately approved it and now these positions will go back to the Civil Service Commission to get ratified. President O'Donnell said, that should be a part of the MUA discussion with them. That is not the process and they shouldn't put their responsibilities onto them and create a practice that they would assume they have control over our department, which they do not.

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Ms. Braithwaite added that the City Council is currently revising the City Charter. From the conversations she has had with the Purchasing Department, everything has to be in writing. If they can come up with suggestions for the Charter, they should submit it to the Council. Ms. Matthews added there are things that need to be updated because the current Charter states that they are in charge of the Klein.

President O'Donnell said, as the City Charter now reads, the library is under the same rules as the town of Bridgeport as a municipality, going back to section 11-33. The City Council has nothing to do with that.

Since Attorney Anastasi is retiring, Ms. Braithwaite added they are going to be having a new City Attorney. Director Clemons said they already hired her, Tyisha Toms. Jeanine Hawkins has moved to the Board of Education; so, there are changes.

Ms. Matthews asked, if the City came up with the terms for Directors? President O'Donnell responded, it comes from the State Statutes; but, it is complicated because of the City home rule that is there; so, it is a pick and choose deal. They have had issues with this while filling out vacancy paperwork because it would require seven signatures. President O'Donnell stated that Atty. Anastasi never provided the MUA he promised to get. This is something the Board will have to further discuss; but, in the meantime let's see what happens and then they will have a discussion on what they will do.

President O'Donnell said to Ms. Matthews' question, with the situation the City has with Civil Service, they only need two signatures. He has agreed and complied with that; but, they decided who they need to staff. If it doesn't fit in the Civil Service Table of Organization, then they must tell them what they need and they cannot say no. If it is not available, it is on us to go in and add it to the Table of Organization. They do not need the Mayor or City Council saying they can't have the position. There has been past discussion of being in legal action to make those rights declared; but, the Statute that coordinates that is section 11:33. Every Library Board and every municipality governs the use and functions of Library facilities.

In regards to the City Charter, Ms. Matthews said, they were asked to create suggestions and submit them to the City Council President to review. Director Clemons said, that should first go through the Governance Committee. President O'Donnell asked who was asking for this? Ms. Matthews said, they are revising the whole Charter. President O'Donnell asked, if they made the public announcement yet because he hasn't seen it. Ms. Braithwaite said, they made a press release and she believes they are currently forming the Committee; but, they are taking

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suggestions and communications. Ms. Matthews added they want to make sure they have their suggestions set before the committee is created so they can have a voice. President O'Donnell reminded them they have to go through the Governance Committee before sending anything to the City. Director Turner asked, if they can share the announcement with the Board regarding the revision to the Charter?

Ms. Braithwaite added the City has been working hard with them for the past few years having to hire new personnel and cutting the police and fire department crew. She is sure they are happy to help them with hiring.

Ms. Braithwaite is working on increasing library cards and would like to use the beautiful murals around the City as images on the library cards. She has been in touch with Lauren Coakley from the Downtown Special Services District. She is very interested in working with the library and shared the contacts of artists with Ms. Braithwaite.

Director Clemons added there was discussion of reaching out to school students to host a contest and design the next library card. This would also help to increase the membership of library cards to school students.

Ms. Braithwaite recently spoke with the Interim Deputy Superintendent and he shared his excitement to work with the library. She sent him an email; but, hasn't heard back. She will be following up soon.

Ms. Braithwaite added she would also like to get a meeting with all the Branch Managers because he is very eager to work with them and mentioned all the libraries have closed from schools. Ms. Matthews added they get a lot of class visits; but, it is by request.

Director Clemons added when she was a Principal, during Open Houses, she would have a librarian there to distribute library cards. Ms. Matthews added they are documenting every outreach event to have those resources set for next year.

President O'Donnell added the idea with the downtown murals is a great idea! It may be possible to design a walk tour so people can go on a self guided tour. Director Clemons said, they have something like that during Art Walk. President O'Donnell asked if it was possible to add or create a QR code that will direct them to the library to get more information?

Ms. Braithwaite added that would be very important. She hears a lot of discussion about the culture of Bridgeport and the City; but, they need to make sure the library is included.

President O'Donnell added he remembers when they created a diagram of Downtown Bridgeport and didn't identify the library.

Ms. Braithwaite mentioned with the E-Rate program many interesting things will be happening. In the process of getting a bid, they will be getting 2 firewalls and cabling for the Teen Room and Adult Services; as well as, expand the East Side connectivity to the proposed additional floor.

Director Clemons asked, what is going on at the Black Rock branch that was mentioned in the Branch Report? Ms. Matthews said, they have spoken with the Librarian and speak with her frequently. Ms. Braithwaite has sent them emails regarding behavior and customer service. She believes this is a heads up to her staff. Director Clemons said, it is obvious she has given verbal warnings, but, has support been offered to her? Ms. Matthews said, they have spoken with Labor Relations and have progressive discipline. During the transition, Ms. Matthews added she has supported that Branch.

Director Patton added she has visited the Black Rock Branch for a Heritage Program and when she asked for help at the desk, the staff said, "since you were only the second person to show up for the program, so they canceled the whole thing. Give me your number and I will give it to the Coordinator to reach out to you". That was two weeks ago and she still hasn't heard back from them.

Ms. Matthews said, they have been struggling a lot there; but, in particular that day, two people from the East Side Branch called out; so, they had to send staff over to help support. Black Rock decided to send the staff who was in charge of the program because they assumed no one would attend.

Director Clemons said, she believes Director Patton was referring to the staff's mannerisms. Director Patton said, yes. It was them being nonchalant and still not reaching out to me.

Ms. Braithwaite said, I thought they weren't supposed to cancel unless there was no other way to host the event.

Director Clemons said, she understands the issues now and maybe they need to move staff around since they are taking things out on their consumers and they are the face of the program.

❖ **Presentation by staff**

Ms. Matthews shared that December is usually a lower month on reporting; but, compared to last year it is up. They recently added someone to be monitor the digital resources, make sure all agreements are up to date, buy products based on what consumers need and want; along with, getting resources in a timely fashion. President O'Donnell added he did see the book he got for Christmas and was pleased to see a book that was in Spanish. Ms. Matthews added that they have a staff member who is interested in organizing the second floor; so, it is starting to look more welcoming for browsing.

COMMITTEE REPORTS:

❖ **Buildings**

1. Status/Action re: East Side Branch Phase II project

Ms. Braithwaite mentioned they are requesting the extension for the contracts.

2. Status/Action re: Solar Project for Burroughs/Saden and North

Ms. Braithwaite said, it seems the roofs are holding up the project; but, there seems to be a deadline before the financing falls apart. Director Errichetti can speak more on that at the next meeting.

3. Status/Action re: Burroughs/Saden 1st Floor Acoustics and Windows

No updates or changes have been made.

4. Status/Action re: Black Rock façade, flooring and flooding issues

No updates or changes have been made.

5. Status/Action re: report of David Otero re other facility issues

No updates or changes have been made.

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❖ **Finance**

1. Discussion/Planning for 2024-25 Budget

No updates or changes have been made.

❖ **Governance**

1. Status/Action re: Staff Policy Recommendations and Strategic Plan

No updates or changes have been made.

2. Status/Interview Schedule for Director Applicants

President O'Donnell said, they have 7 applications submitted; but, believes 5 of them are viable. President O'Donnell said two of them aren't qualified. One lives in Fairfield and the other applicant lives in Westport or Norwalk; but, there are five potential viable candidates. He invites everyone from the Board to attend the interviews and if they have particular questions, that he would like the Board to submit them before the interview date. Director Clemons asked, if he can share the applicant resumes? President O'Donnell said, yes. He is thinking of setting up the three or four interview sessions starting Wednesday, January 31. He asked, if that works for everyone. President O'Donnell responded, we will aim to start at 5:00 p.m. with 30 minute sessions and buffer times of 15 minutes. If needed, he will separate them to different dates.

Director Rogo added they can shorten the buffer time as it adds up to an hour.

President O'Donnell said, they can reduce it to ten minutes. If they have to move the date for any issues with the candidates, then, they will reschedule to February 7th, 2024.

❖ **Marketing Committee**

1. Status/Action re: Meeting with True North and marketing campaign

Ms. Matthews said, True North asked for more information, questions for the staff, and if the Board has anyone from the community that would like to be a part of the approval committee. Director Clemons said, no. President O'Donnell said, I think they mean sharing information to stakeholders and they should reach out to Jeannette or myself for that.

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Director Rogo shared that when she joined the Board in 2020 or 2021, they were already in this process and she visits different libraries when she travels. It doesn't seem like it should be this difficult. Director Rogo asked, what had been done? Ms. Braithwaite said, before the holidays, they sent in all the information. Director Clemons added it has been a year since they came to do the presentation.

❖ **Personnel**

1. Status/Action re table of organization / job descriptions

No updates or changes have been made.

NEW BUSINESS

❖ **Discussion/Planning for recognition of Directors Emeritus - Feb 9th**

President O'Donnell said, they plan on recognizing Judge Holden for the February 9th event at the Klein. Director Clemons said, she can send out the invitation. President O'Donnell said, he will send the resolutions he has to the Board and asked if Directors Patton and Clemons can help with that?

ADJOURNMENT

**** DIRECTOR CLEMONS MOVED TO ADJOURN.**

**** DIRECTOR PATTON SECONDED.**

****THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Denise L. Clemons,
Secretary

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