

# BRIDGEPORT LIBRARY

925 Broad Street ❖ Bridgeport, CT 06604 ❖ (203) 576-7400

JANUARY 19, 2022

VIA ZOOM

IN ACCORDANCE WITH EXECUTIVE ORDER No. 7B, SECTION 1

ISSUED MARCH 14, 2020

**ATTENDANCE:** James O'Donnell, President; Denise Clemons, Assistant Secretary Thomas Errichetti, Secretary/Treasurer; Donald Greenberg, Marcie Patton, Barbara Rogo

**OTHERS:** Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Sarah Santos, Administrative Assistant; Council Member Rosalina Roman-Christy, Council Member Wanda Simmons

## **WELCOME, CALL TO ORDER & ADOPTION OF AGENDA**

Director O'Donnell called the meeting to order at 6:01 p.m. He called the roll and announced there was a quorum.

**\*\* DIRECTOR PATTON MOVED TO ACCEPT THE AGENDA.**

**\*\* DIRECTOR GREENBERG SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

## **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

**\*\* DIRECTOR PATTON MOVED TO APPROVE THE MINUTES OF THE PREVIOUS MEETING.**

**\*\*DIRECTOR GREENBERG SECONDED.**

**\*\*THE MOTION PASSED UNANIMOUSLY.**

**DUE TO SOME NEEDED CHANGES IN THE MINUTES BROUGHT TO THE ATTENTION OF THE BOARD BY DIRECTOR ERRICHETTI, THERE WAS A MOTION TO REOPEN THE MINUTES FROM DECEMBER 15, 2021.**

**\*\* DIRECTOR GREENBERG MOVED TO REOPEN THE MINUTES OF DECEMBER 15, 2021.**

**\*\*DIRECTOR CLEMONS SECONDED.**  
**\*\*THE MOTION PASSED UNANIMOUSLY.**

**\*\*DIRECTOR GREENBERG MOVED TO APPROVE THE REVISED MINUTES FROM DECEMBER 15, 2021.**  
**\*\*DIRECTOR PATTON SECONDED.**  
**\*\*THE MOTION PASSED UNANIMOUSLY.**

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

Director Errichetti presented his report. He noted that there needed to be some clarification regarding the work performed included on the IT invoices.

**\*\* DIRECTOR ERRICHETTI MOVED THE APPROVAL OF THE PAYMENT INVOICES AS PRESENTED.**  
**\*\* DIRECTOR CLEMONS SECONDED.**  
**\*\* THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti said that there were no Line Item transfers to consider at this time.

**UNFINISHED BUSINESS**

**• Status/Action re MOU by City Attorney re staffing and purchasing issues**

Director O'Donnell said that he had not heard back from the City Attorney's Office. He will follow up on this.

**• Status/Action re completion of Newfield Punch List and Opening**

Director Errichetti said that he had spoken with Mr. Flatto and others about the various items on the Newfield Punch List. He updated the Board Members with the status. Most of the items have been completed or are close to being done. Everything must be done by January 31st in order to open. Ms. Braithwaite noted that they still had some recent staffing issues. Director O'Donnell said that it would be very important to create the best impression possible, but it was critical for the community to have the branch open. Discussion followed.

**\*\* DIRECTOR ERRICHETTI MOVED TO SCHEDULE THE SOFT OPENING FOR FEBRUARY 28, 2022.**  
**\*\* DIRECTOR CLEMONS SECONDED.**  
**\*\* THE MOTION PASSED UNANIMOUSLY.**

## CORRESPONDENCE AND COMMUNICATIONS

Ms. Braithwaite said that there was a card from the priest in charge at St. John's. Ms. Braithwaite said that there were about 20 to 25 computers that were taken off line and the oldest ones were donated to the church. (See Attached)

Director Clemons said that St. Mark's was also in need of computers for their classrooms. Director O'Donnell encouraged Ms. Braithwaite to create a press release about this.

## CITY LIBRARIAN REPORT

- There are five hot spots at each location and there is the expectation of adding 10 more at each location in the near future.
- The State Department has the Library listed as a location as a passport acceptance facility. The staff will be training and this service will be available in February. The marketing efforts will help with public awareness of all the services that the Library has to offer.

*Director Patton left the meeting at 6:30 p.m. There was still a quorum present.*

## COMMITTEE REPORTS:

### • **Buildings**

#### **Status/Action re construction of Upper East Side**

Director Errichetti asked about the requisitions. Ms. Braithwaite said that two have been done and a third was in process. Director Errichetti explained that they now have a process in place to sign off on the requisitions so the payments go out every 30 days after the requisition has been submitted. The architect has signed off on the work. Director Errichetti said that he feels that the documentation for the project is good.

The Library has authorized \$13 million in bonding funds. The City has not bonded the full \$13 million. They have bonded about \$10 million. OPM is recommending that the Library use \$1.2 million of the surplus to pay for the construction of the Upper East Side so they don't have to service the debt. There is a surplus of just over \$2 million as of June 30, 2021. One million has been reserved in the event that the State grant for the Upper East Side does not come through. Director Errichetti said that he felt that they were in good standing to receive the State funding. The City wants a resolution from the Library Board that they will pay for the balance of the construction. Discussion followed.

**\*\* DIRECTOR ERRICHETTI MOVED TO ALLOCATE \$1.2 MILLION FOR THE CONSTRUCTION COSTS FOR THE UPPER EAST SIDE LIBRARY.**

**\*\* DIRECTOR CLEMONS SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**• Status/Action re RFQ for Lower East Side 2nd Phase**

Director Errichetti said that all the qualifications had been submitted. Ms. Braithwaite updated the Board and said that it was recommended that they include OPED and Public Facilities on the Committee. She added that she would not be involved in the reviewing of the documents because she was going to be involved in the marketing portion. The architectural bids have been delivered to the Judge by Mr. Soltis. Discussion followed about the details.

**• Status/Action re solar projects for Burroughs/Saden and North**

Director Errichetti said that he had been contacted by the Green Bank and the solar company. North is all set, but they are still working on Burroughs.

**• Status/Action re Burroughs/Saden marketplace/teen center projects**

Director Errichetti said that he needed to confirm whether there would be a time to work with David on the accordion doors for the teen center. The staff lost a custodian a year ago and a second one more recently.

Mr. Soltis asked about an update on the circulation desk. Director Errichetti reminded everyone that they had a discussion about having a door, but the staff needed to follow up. It was pointed out that the company had been purchased by another company. Director O'Donnell explained that when there was an internal project, the staff needs to consider if they have the capacity to handle it in house. If not, then they need to notify the Board so an RFP can be issued.

**FINANCE**

**Status/Action re 2021-2022 Budget**

**• Payroll surplus**

Director Errichetti said that there was still a surplus in the payroll budget, but that could change with a retirement.

**• Status/Action re proposal re library fines**

Director Errichetti said Mr. Soltis had sent him some information on this and that it appeared that they received more income from reimbursed lost materials than fines. Mr. Soltis said that the

figures on the draft were what has been billed, but not necessarily collected. Ms. Santos is working on a more comprehensive report for that.

### **GOVERNANCE (Nominations)**

No report at this time.

### **PERSONNEL**

#### **• Status/Action re table of organization / job descriptions / IT position**

Director Clemons said that they were closer to completing the job descriptions. They will have more information next month.

Director O'Donnell asked if they were still having problems with HR. Ms. Braithwaite said that they were working on filling the staff vacancies, but it would be helpful to have a two signature form rather than seven signatures.

#### **• Status/Action re performance review of City Librarian**

### **MARKETING COMMITTEE**

#### **• Status/Action re RFP/Q for retention of marketing firm/consultant**

Mr. Soltis said that at the last meeting, they had two companies interviewed. He said that they had one more to interview but due to Mr. Osborne's passing, they were not able to move forward with the interview. He estimated that they should be finished up by the end of February.

### **REPORT OF FRIENDS OF THE LIBRARY**

No report at this time.

### **NEW BUSINESS**

#### **• Condolences to Director Osborne-Gant and family on the death of her father, Larry Osborne**

Director Clemons said that Mr. Osborne's funeral was held earlier in the day. Director O'Donnell said that he would send condolences to the Osborne family but noted that he would like the minutes to reflect that the Board was saddened by the loss of Mr. Osborne.

### **REMINDER TO SUBMIT RESIDENCY REPORT TO TOWN CLERK**

Director O'Donnell said that it was important to make sure that they submit the Residency Report to the Town Clerk.

**EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS PER CGS §1-200(6)(B)**

Director Errichetti gave a brief overview of the discussion that he had with Mr. Flatto about the issues with Anthony. Discussion followed about the details about the lighting and the punch list.

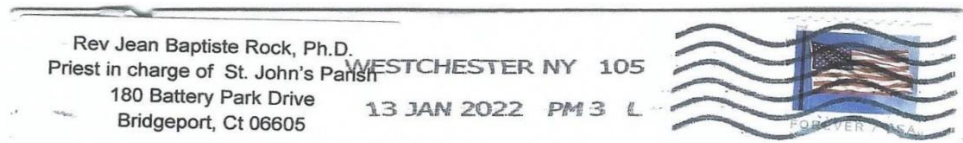
**ADJOURNMENT**

- \*\* DIRECTOR CLEMONS MOVED TO ADJOURN.**
- \*\* DIRECTOR GREENBERG SECONDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 6:59 p.m.

Respectfully submitted,

S. L. Soltes  
Telesco Secretarial Services



Director Elaine Braithwaite, M.L.S,  
M.S.  
City Librarian Bridgeport Public library  
925 Broad Street, Bridgeport CT,  
06604

06604-487199



Bridgeport Library  
Board of Directors  
Regular Meeting  
January 19, 2022

1/19/22  
Correspondence  
Bridgeport Public  
Library

January 2022

Dear Director Elaine  
On behalf of ST JOHN'S  
EPISCOPAL Church in BRIDGE  
PORT, I Thank you FOR  
all you have done in This

Community and beyond,  
IN PARTICULAR, I Thank you  
FOR more than a dozen compu-  
ters that you have given us -  
this gift allowed us To help  
People in need in This Community.  
Thanks for all. Rev JEAN ROCK, Ph.D.  
PRIEST-IN-CHARGE OF ST JOHN.