

BRIDGEPORT LIBRARY

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

JANUARY 20, 2021 MINUTES

ATTENDANCE: James O'Donnell, President; Kenya Osborne-Gant, Vice President; Thomas Errichetti, Secretary/Treasurer; Donald Greenberg, Anne Cunningham, Jeanette Muñoz Allam (7:00 p.m.)

OTHERS: Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Sara Santos, Administrative Assistant; Nykia Eaddy, Newfield Branch Manager; Greg Goldberg, Yext

PRESENTATION BY YEXT INTERNET/MARKETING VENDOR RE SERVICES

Mr. Soltis said that Yext would enhance their “find-ability” on the Web. Mr. Goldberg said that he has enjoyed working with Ms. Braithwaite and Mr. Soltis on this project.

Mr. Goldberg explained that Yext has been working behind the scenes to enhance the Library’s visibility on the net. . For example, if (If) a user typed in “best library in Fairfield County”, the Bridgeport Library would not rank on the list at all in the search company.

Yext works with all the Fortune 500 companies and other key companies such as Dunkin’ Donuts. They work with numerous libraries which are not located in Connecticut.

Mr. Goldberg pointed out that consumers can now do Internet searches in many ways They work with the State of New Jersey, the U.S. State Department, and the State of Alabama. He added that they had assisted the World Health Organization in providing COVID-19 information.

Mr. Goldberg said that Yext could manage changes on the Library’s delete Facebook and Internet pages without manually going into the pages to change information. The Library will also be able to maintain control over their information. He spoke about how they would analyze the data so that the public facts are accurate.

Director Errichetti asked what Yext could do to attract the residents of Bridgeport to get a better understanding of the Library’s services. Mr. Goldberg explained that the Library was showing up in some search queries but not all. He displayed a list of sites that were linked to local sites that either had erroneous information or no information at all.

WELCOME, CALL TO ORDER & ADOPTION OF AGENDA

Director O'Donnell called the meeting to order at 6:51 p.m. He called the roll and announced that a quorum was present.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

**** DIRECTOR GREENBERG MOVED THE MINUTES OF DECEMBER 15, 2020 LIBRARY BOARD OF DIRECTORS MEETING.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF DECEMBER 15, 2020 LIBRARY BOARD OF DIRECTORS MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

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

Director Errichetti reviewed the vouchers with the other Board Members.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE VOUCHERS AS PRESENTED.**

**** DIRECTOR GREENBERG SECONDED.**

Director Cunningham asked about the coding classes. Ms. Braithwaite explained that the classes were held, but after the Library had closed due to COVID, the vendor held on to vouchers.

**** THE MOTION PASSED UNANIMOUSLY.**

Director Muñoz Allam joined the meeting at 7:00 p.m.

OUTSTANDING BILLS.

Director Errichetti explained that the some of the utility bills for Newfield and Upper East Side and the Sonitrol bills were the Library's responsibility and not related to construction. He said that the Library should pay the bills and we will charge some bills back to Ashlar during the negotiations. Discussion followed.

**** DIRECTOR ERRICHETTI MOVED TO AUTHORIZE PAYMENT OF THE OUTSTANDING BILLS IN SUM OF \$21,402.67 WITH THE INTENT OF CHARGING THE APPROPRIATE AMOUNTS BACK TO ASHLAR.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Ms. Santos asked what would happen between now and June. Director Errichetti said that he would be speaking with the contractor.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE TRANSFER REQUEST OF \$2,500.00 FROM VEHICLE MAINTENANCE TO THE GASOLINE ACCOUNT.**

DEPARTMENT: **LIBRARY** **1/19/21**

TRANSFER REQUEST: (Please provide a detailed statement of the reasons surrounding the transfer request, the exact account numbers and names of the accounts which will be affected, the dollar amount involved, and a statement which confirms that the re-allocated funds of the accounts which you affect are sufficient for all anticipated expenditures for the remainder of the fiscal year.)

Transfer \$2,500 FROM Line 59005 VEHICLE MAINTENANCE TO Line 54615 GASOLINE			
From: Vehicle Maintenance		To: Gasoline	
\$	5,511.00	\$	0.00
-\$	2,500.00	+\$	2,500.00
\$	3,011.00	\$	2,500.00
Additional Comments: To cover Maintenance Department gasoline expenses for Library vans until June 30, 2021.			

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR GREENBERG MOVED TO APPROVE TREASURER’S REPORT AS PRESENTED.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

UNFINISHED BUSINESS (CONT’D):

- Discussion on the Presentation by Yext internet/marketing vendor re services

Director Errichetti said that he was not convinced that this service would enhance the ability of the residents to use the Library. Director Greenberg agreed.

Director Osborne-Gant agreed and stated she felt they did not present a plan, but just presented a social media presence. She said that she did not feel they should move forward with this program at this time.

The discussion then moved to keeping the information accurate on the Internet.

Key concerns were:

- Primary focus on reaching Bridgeport residents
- The Library needs to have a solid Marketing Plan first before the social marketing outreach.
- The very short deadline would not be possible.

It was agreed that no action on this program be taken at this time.

- **Status/Action to implement Library Re-Opening Plan and Covid-19 response**

Ms. Braithwaite explained that they had not re-opened due to the increase in COVID hospitalizations. She prepared a report on the computer usage in the branches that have computer access.

Ms. Braithwaite updated the Board on the status of the carpeting. The shelving and books should be moved back into place next week. Ms. Braithwaite said that she would send out some photos to the Director tomorrow.

- **Status/Action re implementation of Burroughs/Saden projects**
- **Status/Action re Purchasing approval for recurring vendors**

Director O'Donnell asked about the issue with Purchasing. Ms. Braithwaite said sending the list of databases with the total cost seems to be working well.

Director Errichetti asked if the North Branch had reduced the number of leased books. Ms. Eddy said they had just received permission to allow leasing at all the branches. At this point in time, they have not been leasing books, just purchasing them.

- **Status/Action re compliance with Residency Notification to Town Clerk**

Director O'Donnell said that they had sent out the forms to all the Directors. Discussion followed about emailing the forms to the Town Clerk. Director Errichetti will send the email address to the Directors.

- **Status/Action re compliance with meeting calendar with City Clerk**

Director O'Donnell said that he had sent the calendar to Director Errichetti. Director Errichetti said that he would check with the City Clerk to verify that she had received the calendar.

CORRESPONDENCE AND COMMUNICATIONS

Director O'Donnell said that the Library had been included in a will along with several other libraries, but they have not received any further notifications.

CITY LIBRARIAN REPORT

- **Presentation by staff**

Ms. Braithwaite said that the report was online. She said that they should discuss the hours and a question about the grant. The grant application has been submitted and a confirmation response was received.

Director O'Donnell asked for a summary of the library usage:

North East/Black Rock – has been open for about 8 weeks. The numbers were collected and broken down into hourly usage. Director Errichetti said that he would like to know how many computers were available versus the actual usage. He said that he would support increasing the time allotment for the computers. Discussion followed.

COMMITTEE REPORTS:

- **Buildings**
- **Status/Action re Newfield construction / opening**
- **Status/Action re subcontractors at Newfield and funds authorization**

Director Errichetti said that they have been working on the openings. The McBride figure is off significantly. There will be an additional amount needed to be authorized in order to close the open invoices. Director Errichetti said that they needed approximately \$30,000 to close it out. Director Osborne-Gant said that she would like a break down of the details.

**** DIRECTOR ERRICHETTI MOVED TO AUTHORIZE AN ADDITIONAL \$30,000 FROM LIBRARY SURPLUS FUNDS TO SETTLE ALL CLAIMS.
** DIRECTOR GREENBERG SECONDED.**

Director Osborne-Gant said that they can't keep coming back with higher numbers. Director Cunningham agreed. Director Errichetti said that Ashlar has approved these amounts. Many of these issues will be addressed when they sit down to negotiate with Ashlar.

Director O'Donnell said that he and Director Errichetti had a meeting with Atty. Myer, Atty. Anastasi, and Atty. Trachtenberg about the amount owed by Ashlar to the Library and a plan the required paperwork to support repayment is being developed.

**** THE MOTION TO AUTHORIZE AN ADDITIONAL \$30,000 FROM LIBRARY SURPLUS FUNDS TO SETTLE ALL CLAIMS PASSED WITH FOUR (4) IN FAVOR (OSBORNE-GANT, ERRICHETTI, GREENBERG, MUÑOZ ALLAM) AND ONE (1) OPPOSED (CUNNINGHAM).**

• Status/Action re construction of Upper East Side and final GMP

The schedule in the public documents reflecting a total of cost of \$5.2 million has been updated. The correct figure is \$5.5 million dollars. He said that some items would be put back out to bid in an attempt to decrease the costs.

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

Ms. Braithwaite said that she had met with Ms. DeJesus of Central Grants, and discovered that the period for the application period has expired. The State Library Board meeting is on the 25th. Ms. Braithwaite will attend the meeting.

Director Errichetti and Director O'Donnell said that they needed to speak with State Senator Moore about why these bond funds are going through the state library.

• Status/Action re solar at Burroughs/Saden, Newfield, North & UES

Director Errichetti said that Mr. Soltis was doing the research, but they own the building at North, but it looks like the Library does not own the land or have a land lease. This is an issue because the Library may have to get City permission to install solar. The Federal Tax credit for solar has been extended to 2021.

• Finance –

No report other than waiting for the Grand List to be released.

• Governance (Nominations)

Director Cunningham said that she had been receiving notification that they need to renew their membership in the Connecticut Library Boards.

- **Status /Action re recommended Policy revisions**

Copies of the bylaws have been sent electronically. Director Cunningham would like to hear any feedback on potential changes.

Regarding Policy changes, Ms. Braithwaite sent Director Cunningham the various policies. Director Cunningham said that she need a brief statement about the public would be notified about the policy and who would be responsible for implementing the policies.

- **Status/Action re nomination to fill Director vacancy**

The Governance Committee met and interviewed three candidates. It is the recommendation of the Committee to nominate Dr. Marcie Patton as a potential Director.

**** DIRECTOR CUNNINGHAM MOVED TO APPROVE THE NOMINATION OF DR. MARCIE PATTON TO FILL THE VACANT DIRECTOR SEAT.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Soltis asked about doing the background checks.

**** DIRECTOR GREENBERG MOVED TO AUTHORIZE TO APPROVE PAYMENT FROM NON-LEVY FUNDS FOR THE BACKGROUND CHECK ON DR. MARCIE PATTON AS REQUIRED BY THE ETHICS COMMISSION.**

**** DIRECTOR CUNNINGHAM SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

- **Personnel**

- **Status/Action re job descriptions**

There was no report at this time.

- **Marketing Committee**

Director Osborne-Gant said that she needed to confer with Ms. Braithwaite and Mr. Soltis about this. This will be discussed next month.

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

REPORT OF FRIENDS OF THE LIBRARY

There was no report at this time.

NEW BUSINESS

- **Establish process for delivery of meeting materials well in advance of meeting**

Director Clemons said that she would like to have the materials available at least by the Friday before the meeting so she could review the documents.

Ms. Braithwaite said that she had been giving Director Clemons a packet up until last month, but due to a number of projects that were due last month, it was not possible to provide the information in advance. She said that she thought the staff could provide the information by the preceding Friday. Discussion followed.

The Board Members agreed that the documents should be available on the Library website the Friday before the meeting so they could be reviewed.

ADJOURNMENT

NEXT REGULAR BOARD MEETING – FEBRUARY 17, 2021 – 6:00 P.M.

**** DIRECTOR GREENBERG MOVED TO ADJOURN.**

**** DIRECTOR CUNNINGHAM SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:14 p.m.

Respectfully submitted,

Thomas Errichetti
Secretary/Treasurer
Telesco Secretarial Services