

# BRIDGEPORT LIBRARY

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

WEDNESDAY, FEBRUARY 15, 2023, 6:00 PM  
BURROUGHS BRANCH  
925 BROAD STREET, BRIDGEPORT, CT

**ATTENDANCE:** James O'Donnell, Thomas Errichetti, Donald Greenberg, Marcie Patton, Barbara Rogo, Denise Clemons, Kenya Osborne Gant

**OTHERS:** Elaine M. Braithwaite, City Librarian; Sarah Santos, Administrative Assistant, Vivian Bordeaux, Customer Service Librarian.

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

Director O'Donnell called the meeting to order at 6:00p.m. There was a quorum present.

**\*\* DIRECTOR ERRICHETTI MOVED TO ADOPT THE AGENDA AS PRESENTED.  
\*\* DIRECTOR GREENBERG SECONDED.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

Director O'Donnell requested to add an item to New Business regarding Library security.

**\*\* DIRECTOR ERRICHETTI MOVED TO ACCEPT THE ITEM TO NEW BUSINESS.  
\*\* DIRECTOR GREENBERG SECONDED.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

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

**\*\* DIRECTOR ERRICHETTI MOVED THE MINUTES OF THE JANUARY 18, 2023 MEETING.  
\*\* DIRECTOR GREENBERG SECONDED.  
\*\* THE MOTION TO APPROVE THE MINUTES OF THE JANUARY 18, 2023 MEETING AS SUBMITTED PASSED UNANIMOUSLY**

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

Director Errichetti reviewed the monthly voucher totaling \$143,847.71 with the Board Members.

It was noted that \$58,008.41 is for Audio/Visual equipment and related installation at Beardsley Branch. If the total amount, \$49,500.00 will be for the A/V lab and funded by the Rotary Grant received for that purpose; the balance will be paid for with other endowment funds.

**\*\* DIRECTOR ERRICHETTI MOVED THAT \$9,508.41 OF THE TOTAL EXPENDITURE BE PAID FROM THE A SEKERAK ENDOWMENT FUNDS UNLESS OTHER ENDOWMENT FUNDS CAN BE USED FOR THIS PURPOSE.**

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

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

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE PAYMENT OF VOUCHERS FOR THE SUM OF \$143,847.71.**

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

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

Director Errichetti then reviewed the payroll variance report with the Board Members. It was noted that there will a charge for a recently retired employee against the favorable payroll variance.

Director Errichetti then reviewed the transfer request for \$30,000.00 from the Full Time Earned Pay to Supplies as outlined in the Board Member information packet.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE AMOUNT OF \$30,000 FROM THE FULL TIME EARNED PAY TO CONTRACTED SALARIES.**

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

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

Director Errichetti then reviewed the transfer request for \$1,000.00 from the Bookbinding to Telephone Services as outlined in the Board Member information packet.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE AMOUNT OF \$1,000 FROM THE FULL TIME EARNED PAY TO CONTRACTED SALARIES.**

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

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

## **UNFINISHED BUSINESS**

### **❖ Status/Action re City Council review of Board Appointments**

Director O'Donnell said background checks on the potential Board Appointments were moving forward. There was discussion as to process once background checks are complete based upon changes in City Administration. City Librarian Braithwaite will follow up with Jeanane Hawkins.

### **❖ Discussion re: Hours of operations at all locations**

Beardsley branches hours have preliminarily been determined based upon the open hours of other facilities on the eastern side of town so it will be open on mornings and evenings when East Side is closed, pending full review of hours of operations after more staff is hired.

### **❖ Status/Action re Grand Opening Events for the Beardsley Branch.**

A full complement of staff will not be on board until March 15, 2023 when the Librarian I will start and two part-time Librarian Assistant I's should be hired. Based upon this timeline of hiring the soft opening will be Saturday, March 18, 2023 – 10:00 AM to 5:00 PM. A budget for the opening was approved at a prior meeting.

## **CORRESPONDENCE AND COMMUNICATIONS**

There was no correspondence or communications. However, a book received previously received by the Library was presented as a "merci" gift from a French Library that had benefited from the generosity of Bridgeport children in the 1930's was delivered to Librarian Bordeaux for the collection.

## **CITY LIBRARIAN REPORT**

The Digital Navigator program continues to be well received and utilized. Senator Blumenthal did not visit any Bridgeport Libraries during Take Your Child to Library Day, but the planned programs were well attended. City Librarian Braithwaite also discussed her plans for staff to attend professional development sessions and an all staff training day in April 2023.

### **❖ Presentation by staff**

A schedule of requested closing and/or changes in open hours for certain days was prepared by the staff association was presented for consideration and approval. The requested closings seem to be driven by an interest in creating three day weekends for staff, including Memorial Day, 4<sup>th</sup> of July, Labor Day,

Thanksgiving, Christmas and New Years. While the Board acknowledged the staff's desire for extended weekends, there was great concern expressed that we might be shortchanging our constituents. It was requested that to the extent possible we get patron attendance information from prior years to see how the Library was being used.

The request was tabled by the Board until next month pending additional information.

### **COMMITTEE REPORTS:**

#### **❖ Buildings**

- **Status/Action re report of David Otero re a facilities audit.**

Director Errichetti said that the Building Committee had a good meeting last week. He noted that the Black Rock branch would need more extensive work since the wooden cornice was also rotting. He then gave a brief overview of the maintenance issues at the other branches.

- **Status/Action reclose out and state grant for Newfield Branch**

All paperwork has been sent to the state to close out the Newfield branch grant.

- **Status/Action re FFE and opening of Beardsley Branch**

Almost all items on the punch list have been completed; as discussed above the AV equipment and install will be in progress shortly

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

Director Errichetti indicated we are waiting on UI for final approval to proceed. Paperwork for Burrough's solar installation is in process as well.

- **Status/Action re Burroughs/Saden windows /marketplace/teen center Project.**

Three bids for door have been secured and we are waiting on three bids for the construction of the wall.

#### **❖ Finance**

- **Status/Action re 2022-2023 Budget**

Director Errichetti stated that the 22-23 CAFR report should be issued next month where an update of the Library's cumulative surplus according to the City's Finance Department will be reported; the

10/1/22 grand list is expected to be flat according to Nestor Nkwo, OPM and we should expect the same budgeted amount as this year.

### ❖ **Governance (Nominations)**

#### • **Report on Board Retreat January 28, 2023**

The Board Retreat was deemed to be very constructive and Director Rogo will transcribe the notes from the three groups to assist with next steps and incorporation into the strategic plan

#### • **Status/Action re revision of comprehensive Policy Manual**

No action currently being taken. A review of all policies is needed.

#### • **Status/Action re staff review for new Strategic Plan.**

Director O'Donnell has received feedback about our current Strategic Plan by a newly hired Librarian. The Board discussed whether we should hire an outside consultant to assist with the strategic plan and the consensus was that a consultant is not required.

### ❖ **Marketing Committee**

#### • **Status/Action re marketing and approval of Tru North Scope of Work**

Director Braithwaite will contact Tru North and ask that they begin to develop a survey that can be used in the community to solicit feedback about public expectation of library service.

### ❖ **Personnel**

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

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

Director Clemons said that they continue to work on the Staff chart. Discussions continue to make clear that an updated table of organization is needed and not all positions require degreed librarians. For now we will hire staff to fill needed open positions to provide public service. The IT position has been filled and will start shortly.

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

Director Errichetti said that the Literacy Volunteer staff, Elaine and he will be meeting with a possible replacement for Kathy O'Shea, who has indicated that she would like to step back from her current level

of duties. Other City wide literacy initiatives will also be explored (i.e. some role previously done by the School Volunteer Association

### **NEW BUSINESS**

#### **❖ Policy regarding firearms in Library facilities**

City Librarian Braithwaite informed the Board of an incident where a patron was carrying a concealed weapon that literally “got away from her” and slid across the floor of the library lobby. The firearm did not discharge/no one was injured. It raised a question of whether we can amend our rules of conduct to exclude patrons from bringing firearms into the library. It was decided that the issue should be referred to the Governance Committee for research and guidance.

The – March Board meeting is scheduled for March 15, 2023.

### **ADJOURNMENT**

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

**\*\* DIRECTOR OSBORNE-GANT SECONDED.**

**\*\* THE MOTION TO ADJOURN PASSED UNANIMOUSLY.**

The meeting adjourned at 7:56 p.m.

Respectfully submitted,

T. R Errichetti, Board Treasurer