

BRIDGEPORT LIBRARY

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

FEBRUARY 16, 2022

VIA ZOOM

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

ISSUED MARCH 14, 2020

ATTENDANCE: James O'Donnell, President; Kenya Osborne-Gant, Vice President; Thomas Errichetti, Secretary/Treasurer; Jeanette Munoz Allam, Denise Clemons, Assistant Secretary; Donald Greenberg, Marcie Patton, Barbara Rogo

OTHERS: Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Sarah Santos, Administrative Assistant; Nykia Eaddy, Newfield Branch Manager; Council Member Rosalina Roman-Christy

WELCOME, CALL TO ORDER & ADOPTION OF AGENDA

Director O'Donnell called the meeting to order at 6:06 p.m. He called the roll and announced there was a quorum.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

**** DIRECTOR GREENBERG MOVED TO APPROVE THE MINUTES OF THE PREVIOUS MEETING.**

**** DIRECTOR CLEMONS SECONDED.**

****THE MOTION PASSED UNANIMOUSLY.**

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

Director Errichetti presented his report. He reviewed the details of the various invoices with the Board Members.

**** DIRECTOR CLEMONS MOVED THE APPROVAL OF THE PAYMENT INVOICES FOR THE AMOUNT OF \$84,133.73 AS PRESENTED.**

**** DIRECTOR PATTON SECONDED.**

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**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti presented the various reasons for the line transfers.

**** DIRECTOR GREENBERG MOVED TO APPROVE THE LINE ITEM TRANSFERS AS PRESENTED.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

UNFINISHED BUSINESS

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

Director O'Donnell said that he had contacted Atty. Anastasi about the staffing and purchasing issues but had not heard back.

• Status of Residency filings with the Town Clerk

Director O'Donnell said that he had mistakenly sent his residency filing to the City Clerk. It can only be filed with the Town Clerk.

CORRESPONDENCE AND COMMUNICATIONS

There was no correspondence to consider at this time.

CITY LIBRARIAN REPORT

Ms. Braithwaite said that her report included a summary of the grants that they had received. One of the grants will provide funding for microfilming the Bridgeport Telegram. Staff Development went well. Lt. Grech will be following up with the staff on safety issues. Interviews for Library Assistant III have started.

Ms. Braithwaite said that she had followed up with Ms. Hawkins at City Hall about the hiring issues and approval signatures. Apparently HR has been screening the applicants. Director O'Donnell said that the Library should be doing their own hiring and there was no need for the City to become involved. Discussion followed about the details.

COMMITTEE REPORTS:

• Buildings

Status/Action re punch list and opening of Newfield Branch

Ms. Eaddy said that the Circulation Desk is almost completed. Work is still going on with the patio doors and the lower level. Director Errichetti said that he would like the library to be open by February 28th. Discussion followed about the availability of printing for patrons.

Director Clemons said that she had mentioned that there was a brick wall in the basement that was crumbling. Director O'Donnell said that he did not think that would affect the opening. Some unfinished work with the Sonitrol panel was also noted. Discussion followed.

A suggestion was made that the library consider displaying local artwork. It was stated that the Library would not be paying anyone to display the artwork.

Director Errichetti said that the data closet was too small. The issue has been turned back to the construction manager to resolve.

Status/Action re construction of Upper East Side

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

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

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

FINANCE

• Status/Action re proposal re library fines

Director Errichetti said that many libraries in Connecticut have been waiving the late fees. However, they have not been waiving the fines for lost materials. For the children's fines, he suggested that they cap the penalties. A discussion followed about possibly having an amnesty week.

Director Rogo said that when she was teaching, the school required students to return the text books before diplomas were issued. When they discontinued the policy, the school had to replace many text books. Personal responsibility and accountability are important.

Director O'Donnell asked if they could send this back to the Finance Committee for further discussion. Director Errichetti said that it was a Policy issue rather than Finance. Discussion followed.

GOVERNANCE (Nominations)

Mr. Soltis said that there was a considerable range of opinions about this among the staff.

Director Errichetti suggested that they have an amnesty month right away since they were looking to reopen the libraries and open up Newfield.

**** DIRECTOR ERRICHETTI MOVED TO DECLARE THE ENTIRE MONTH OF APRIL AS AMNESTY MONTH WITH NO FINES OR FEES UNLESS THERE IS DAMAGE.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED WITH SIX (6) IN FAVOR (OSBORNE-GANT, ERRICHETTI, MUNOZ ALLAM, CLEMONS, GREENBERG, AND ROGO) AND ONE (1) ABSTENTION (PATTON).**

Ms. Braithwaite said that she would like to move back to regular hours again. She contacted Ms. Hawkins about this but had not heard back.

PERSONNEL

- **Status/Action re table of organization / job descriptions / IT position**
- **Status/Action re performance review of City Librarian**

Director Clemons said that there were two drafts submitted for Librarian II and III. There was a discussion about merging the two positions. They will be meeting soon to review this again.

Director Clemons said that she would like to have some input from the other Board Members about the City Librarian evaluation before the March meeting.

MARKETING COMMITTEE

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

Director Munoz Allam asked Mr. Soltis if they needed any clarification on the process. Mr. Soltis said that there was one more piece of information that he would be looking into tomorrow. The scores are almost ready to go and should be sent to Mr. Soltis.

Director O'Donnell asked when they would have the new marking consultant on board and ready to go. Mr. Soltis said that they should be on board in time for April. Ms. Braithwaite said that the City Attorney reminded them that they have to submit the contract to the City Attorney for review. Discussion followed.

REPORT OF FRIENDS OF THE LIBRARY

Director Errichetti said that The Founder's Grant requires a 501(c)3 to be involved for the application. They received \$4,750 the first time and a second grant of \$750 was received to continue the program.

Director Errichetti said that he was still pursuing the AARP grant funding for outdoor patio furniture for the Newfield terrace in order to engage both the young and old.

The garage is open but not very active, however, they are having some success in selling books on other sites.

NEW BUSINESS

**** DIRECTOR ERRICHETTI MOVED TO ADD AN ITEM REGARDING RESERVOIR AVENUE TO THE AGENDA.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti said that the lease contract for the GBI Reservoir Avenue property was up for renewal. It will be on the upcoming Council Agenda. He thought that they had been on the same page about sharing the property with the group that is using the property.

Council Member Roman-Christy said that the lease was up at the end of the month. The request is for a five year lease with two five year renewals. At any time, the City can revoke the lease. She said that the lease indicates that the property will be used for a library.

Director O'Donnell said that the understanding was that the library would be sharing the property with the group that is using the property. Council Member Roman-Christy said that this was her District and that she and Council Member McBride-Lee were in full support of this lease.

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

**** DIRECTOR ERRICHETTI MOVED TO ENTER EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS PER CGS §1-200(6)(b).**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Board Members and Ms. City Librarian entered into Executive Session to discuss pending claims per CGS §1-200(6)(b) at 7:19 p.m.

They returned to Public Session at _____

No actions were taken or motions made during Executive Session.

ADJOURNMENT

**** DIRECTOR
MOVED TO ADJOURN.**

**** DIRECTOR
SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at _____

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services