

Bridgeport Library
Board of Directors
Regular Meeting
Wednesday, February 21, 2024

ATTENDANCE: James E. O'Donnell, President; Thomas R. Errichetti, Treasurer;
Denise Clemons, Secretary; Marcie J. Patton; Barbara A. Rogo;
Kathleen E. Turner

STAFF: Elaine Braithwaite, City Librarian;
Laura Matthews, Assistant City Librarian
Sarah Santos,

OTHER:

CALL TO ORDER

President O'Donnell called the meeting to order at 6:05p.m. A quorum was present at the time of the roll call.

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

Director Errichetti directed everyone to the page labeled "Tentative Board Voucher for February 21, 2024". He shared the vouchers total up to \$6,636.29 which is mostly associated with programming. He asked Ms. Santos about item #3: Women's suffrage in CT. Ms. Santos said the friends program will be paying for that event. President O'Donnell confirmed the new voucher total of \$6,436.29 and Director Errichetti said that is correct.

****DIRECTOR ERRICHETTI MOTIONED TO APPROVE THE VOUCHERS AS AMENDED WITH THE REMOVAL OF ITEM #3, TOTALING IN \$6,436.29.**

****SECONDED BY DIRECTOR CLEMONS.**

****THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti carried on to the line item transfer request which was in the folder pocket. He explained it was a line item transfer between Equipment Rental/Lease to Other Services to cover a GBTA invoice and other invoices that may be billed during the remainder of the fiscal year.

Ms. Santos shared there are 30 bus passes in total and 4-5 left unassigned. Director Errichetti asked what is the cost to each active pass. Ms. Santos replied they pay \$84 dollars for an annual pass that expires in June. Director Errichetti said they can follow up with employees to see who still has one and who still uses it.

****DIRECTOR CLEMONS MOTIONED TO APPROVE THE LINE ITEM TRANSFER OF \$13,000 DOLLARS FROM EQUIPMENT RENTAL/LEASE TO OTHER SERVICES WITH THE CORRECTIONS IN THE DESCRIPTION BEING CORRECTED TO \$13,000 DOLLARS.**

****SECONDED BY DIRECTOR PATTON.**

****THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti continued onto the next page to share the payroll variance year to date, after payouts of vacations and retirees is approximately \$83,000 dollars.

President O'Donnel suggested creating a total for all the utility costs of all the branches together. Director Errichetti said they are in the budget after the transfer column but they are not in the year to date actual.

APPROVAL OF MINUTES

- **DECEMBER 20, 2023**

****DIRECTOR CLEMONS MOTIONED TO THE PREVIOUSLY APPROVED MINUTES OF DECEMBER 20,2023 AS RATIFIED WITH THE FOLLOWING CORRECTION OF:**

- **SPELLING, VIVIAN BORDEAUX**

****SECONDED BY DIRECTOR PATTON.**

****THE MOTION PASSED WITH FOUR (4) IN FAVOR (O'DONNELL, ERRICHETTI, PATTON, ROGO) AND ONE (1) ABSTAINED (CLEMONS).**

- **JANUARY 17, 2024**

****DIRECTOR CLEMONS MOTIONED TO APPROVE THE MINUTES OF JANUARY 17, 2024 AS AMENDED WITH THE FOLLOWING CORRECTIONS:**

- **REMOVAL OF THE 2ND AND 3RD LINE ON TOP OF PAGE 7.**
- **REMOVE VIANCA RIVERA, TELESCO SECRETARIAL SERVICES FROM THE LAST PAGE AND REPLACING WITH DENISE CLEMONS, SECRETARY, BRIDGEPORT LIBRARY BOARD OF DIRECTORS.**

****SECONDED BY DIRECTOR ROGO.**

****THE MOTION PASSED WITH FOUR (4) IN FAVOR (O'DONNELL, CLEMONS, PATTON, ROGO) AND ONE (1) ABSTAINED (ERRICHETTI).**

UNFINISHED BUSINESS

- **Status/Action re Library Programming with Klien**

Director Errichetti mentioned he attended the Dungeons and Dragons show, it was not well attended, only 18 people live streamed the event and he believes it is something they should not sponsor again as it is not diverse enough for the population. He added that for the Rhonda Denet concert they gave out close to 1,200 tickets and it looked like about 600 people were there. She has already been booked for next year.

He went on to speak about the Phoenix Performance Arts group that was scheduled for March 20, 2024 but the leader wasn't comfortable with the size of the Klein as the program is much smaller. There is a performance group led by Kimberly Wilson who would be available for June 20, 2024 for a Juneteenth program. He suggested hosting the Phoenix Arts group to the North Branch on March 20, 2024 at 3pm and allocating the funds to host Ms. Wilson and her group at the Klein on June 20, 2024 at 6pm.

Director Turner added even though they don't have a marketing team just they need to figure out a way to better market the programs. President O'Donnell replied the purpose of getting the tickets in person rather than an e-ticket was to promote foot traffic into the branches.

****DIRECTOR ERRICHETTI MOTIONED TO TRANSFER THE FUNDS FOR THE PHOENIX PERFORMANCE ART GROUP AND CHANGE THE LOCATION TO THE NORTH LIBRARY BRANCH TO ALLOW KIMBERLY WILSON TO PERFORM AT THE KLIEN ON JUNE 20, 2024 SUBJECT TO COORDINATION OF THE COMMITTEE.**

****SECONDED BY DIRECTOR CLEMONS.**

****THE MOTIONED PASSED UNANIMOUSLY.**

- **Status/Action re review of Library Hours of Operation**

Ms. Matthews mentioned they are looking to operate with the new hours on April 1st, 2024.

- **Status/Action re volunteer opportunities**

Director Errichetti said the opportunities for volunteers are currently in the garage.

Director Turner mentioned she spoke with the volunteer coordinator at Sacred Heart University and if they could coordinate in advance they would be able to transport students to the library for volunteer work. In regards to linguistic volunteer work, she would like to show the coordinator a formal proposal.

- **Status/Action re Social Work arrangements**

Ms. Braithwaite has followed up the department of health and social services but she is away. They still have to work on the MOU with the YMCA. The social workers would be hired by the department of health and social services but they could potentially bill the library.

Correspondence and Communications

Ms. Braithwaite mentioned Donovan thanked everyone involved in the acknowledgement he received. He was very appreciated and honored to serve on the board with everyone.

Director Errichetti said he has not heard from the attorneys regarding the settlement.

City Librarian Report

- **Review of monthly statistics**

Ms. Braithwaite went over the comparison report between years, cardholders, and circulation, computer/wifi use, website visits, program attendance, branches, and etc.

- **Presentation by staff**

Ms. Matthews added evergreen is their online catalog and they need to manually upload all the content to the site to allow patrons to search and find how to get access to the download or physical material they are looking for. They are working on getting new releases of materials sooner with the system they use.

Not many authors are publishing Young Adult non-fiction, it is usually written for 0-13 years old or 18 years old and up, generally teens between those age groups are into electronics and gaming but non fictions are usually biographies.

Regarding returns, once it is passed overdue, the staff sends out an email to have the patron return the book or pay for the book. People who do need to use the library will return the book to keep their library access.

Committee Reports

Building

- **Status/Action re East Side Branch Phase II project**

Director Errichetti mentioned David made a comment that the contracts are with the legal team. Ms. Braithwaite added they were a little late getting the documents for the bid. She will follow up with sending the bid out to the state library.

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

Director Errichetti said the solar project bids went out for the architect, they will need an architect to come out and scope the roof for the replacement. In regards to Burroughs/Saden he knows the solar panels are up there. Ms. Santos said there are still leaks in the bathroom from the ceiling.

- **Status/Action re Burroughs/Saden 1st floor changes and acoustics**

Director Errichetti met with an artist and Susan from city lights to create fabric panels from the ceiling onto the three beams of the 1st floor. Two will be one sided and one will be double sided. Sketches are on the way and the board will approve the final design.

- **Status/Action re Black Rock façade, flooring, and flooding issues**

Director Errichetti said Mr. Otero has samples for the flooring. The East Side project will take priority over Black Rock.

- **Status/Action re report of David Otero re other facility issues**

Director Errichetti said all other maintenance issues have been addressed; the potholes cannot be fixed at north until the asphalt plant opens up. Mr. Otero will be addressing the small section of the roof at north as well which is on his to do list. The city did approve Mr. Otero as the onsite general contractor for the East Side Project so they do not have to hire an outside contractor.

Finance

- **Discussion/Planning for 2024-25 Budget**

Director Errichetti directed everyone to page 1 under the finance tab showing the current budget for 2023-2024. For the allocation of 2024-2025 there has been a decrease of about \$257 thousand dollars so they will be receiving 9.7 million dollars. Director Errichetti will follow up with the debt ratio and bonding.

****DIRECTOR ERRICHETTI MOTIONED TO ADAPT THE PROPOSED 2024-2025 BUDGET TOTALING \$9,730,261 DOLLARS.**

****SECONDED BY DIRECTOR CLEMONS**

****THE MOTION PASSED UNANIMOUSLY.**

Governance

- **Status/Action re staff policy recommendations and strategic plan**

****RECOMMENDED BY THE GOVERNANCE COMMITTEE TO ADOPT THE DIGITAL CONTENT CREATION AGREEMENT AND DIGITAL CONTENT CREATION USER POLICY WITH THE CORRECTIONS:**

- **SHOWN IN RED**
- **AND THE LOGO AT THE TOP OF THE USER POLICY PAGE**

****SECONDED BY DIRECTOR CLEMONS.**

President O'Donnel will be meeting with the staff regarding the unattended children policy.

- **Status/Action re election of new Director**

****RECOMMENDED BY THE GOVERNANCE COMMITTEE TO EXTEND AN INVITATION AND ELECT BLANCA BORMEO AS THE NEW DIRECTOR TO COVER THE CURRENT VACANCY.**

****SECONDED BY DIRECTOR PATTON.**

- **Status Report re adoption of consent agenda process**

No discussion was made at this time.

Marketing

- **Status/Action re meetings with True North and marketing campaign**

Ms. Braithwaite met with True North and got a preview of the branding portfolio. She shared they listened very well to what they wanted and will be presenting it to the board at a special meeting to just focus on the branding material.

Personnel

- **Status/Action re table of organization/job descriptions**

Director Clemons said they will be moving the Thursday morning scheduling to April 1st due to staffing issues. They need to have more staff in order to cover the grounds. Burroughs/Saden, Beardsley, Black Rock, and North need some replacements, the account clerk position is available. IT and Facility Operations manager positions have approved and are waiting for city council approval. The junior librarian position has been filled. The city librarian goals were sent out and the options for templates were sent out as well to create one document on the table of organization.

Report of Friends of the Library

Director Errichetti reported the garage is open on a regular basis. Ms. Solensky is making headway with the ESOL program, their website almost live. He suggested they can invite the applicants who won't be moving forward with the board position to volunteer for the linguistics and bookselling opportunities they have since they have the background needed. They have allocated \$5,000 for program support and they are discussing becoming a foundation and more grant raising. There is about \$55,000 dollars of unrestricted funds apart from the restricted money which he will continue to supervise as the friends of the library don't have a treasure yet in position.

New Business

- **Discussion re signage/enhancements for Burroughs/Saden**

No discussion was made on this as needed to begin within the marketing committee.

- **Discussion re options to engage community in marketing**

No discussion was made on this as needed to begin within the marketing committee.

- **Discussion re brainstorming for excellence in experiencing BPL**

No discussion was made at this time.

- **Ratification of Proclamation issued to Director Emeriti**

President O'Donnell reported they did make the presentation although not all of them were there. He suggested he would like to share this on the library website with a seal.

- **Discussion re Board engagement and interaction**

President O'Donnell suggested he would like the board to engage and connect a little more before or after meetings. He would like the new board director to feel welcomed and comfortable with everyone.

Adjournment

****DIRECTOR CLEMONS MOTIONED TO ADJOURN.**

****DIRECTOR ERRICHETTI SECONDED THE MOTION.
THE MOTION PASSED UNANIMOUSLY.

The meeting was adjourned at 8:09pm.

Respectfully submitted,

Vianca Rivera,

Telesco Secretarial Services.