

# 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, Kenya Osborne Gant

**ABSENT:** Denise Clemons, William Holden, Jeanette Alam

**OTHERS:** Elaine M. Braithwaite, City Librarian; Sarah Santos, Administrative Assistant

## **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.**

## **PRESENTATION BY IT**

Brian Remigio, newly hired Tech Support Specialist, was introduced to the Board. Mr. Remigio provided information about his work history. Additionally when asked to rate the Library's current IT level he indicated it has its strengths and weaknesses and rated it as 4 out of 10.

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

- \*\* DIRECTOR ERRICHETTI MOVED THE MINUTES OF THE FEBRUARY 15, 2023 MEETING.**
- \*\* DIRECTOR GREENBERG SECONDED.**
- \*\* THE MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 15, 2023 MEETING AS SUBMITTED PASSED UNANIMOUSLY**

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

Director Errichetti reviewed the monthly vouchers totaling \$41,751.59 with the Board Members.

Last month it was approved that AV equipment other than for the AV lab would be paid from other endowment funds – specifically the Seperak funds if other funds could not be used instead, Passed upon the reading of the William Webster Fund purpose, it is believed the Board has the authority to use monies from this fund.

**\*\* DIRECTOR ERRICHETTI MOVED THAT \$9,508.41 OF THE TOTAL EXPENDITURE BE PAID FROM THE A WILLIAM WEBSTER FUNDS.**

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

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

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE PAYMENT OF VOUCHERS FOR THE SUM OF \$41,751.59.**

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

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

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

**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 indicated that she was told to contact the chairperson of the Ethics Committee regarding next steps.

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

A full complement of staff is on Board and the soft opening is scheduled for this Saturday, March 18, 2023 – 10:00 AM to 5:00 PM. Regular hours will begin next week.

## CORRESPONDENCE AND COMMUNICATIONS

There was no correspondence or communications.

### CITY LIBRARIAN REPORT

The City Librarian referenced her written report in the Board package. A revised Library Holiday hours schedule will be presented at next month's meeting. Discussions with Labor Relations continue regarding Librarian Assistant job duties and classifications continue. A full day library retreat is scheduled for next month.

### COMMITTEE REPORTS:

#### ❖ Buildings

##### • Status/Action Reservoir Avenue Corridor location

Baldwin Pearson has completed their appraisal of 41 Yaremich Drive. Although the property is in a residential zone, the Library's use would be considered a commercial use. The residential appraised value is \$160,000, and the commercial appraised value is \$390,000. These values reflect only the value of the land, and reflect the cost of demolition of the current structure assuming no environmental clean-up costs.

##### • Status/Action re closeout and state grant for Newfield Branch

Staff indicated the Newfield Grant has been submitted to the State Library and has been accepted as final and complete.

##### • Status/Action re East Side Branch Phase II project

City Librarian Braithwaite met with Antinozzi Associates to finalize the library programming space. An AV lab has been substituted for a second floor study room and some bookshelves moved for visibility.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE REVISED FLOOR PLAN FOR EAST SIDE BRANCH.**

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

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

A first pass rendering of the building's exterior was presented for first impression. Generally the design was not well received. Many suggestions were made and Director Errichetti will provide feedback to Antinozzi to make revisions, including inclusion of rotating mural space on Shelton St.

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

Books have been purchased from Barnes & Noble and Baker & Taylor for the opening collection. A full complement of staff has been assigned.

- **Status/Action re Burroughs/Saden 1<sup>st</sup> Floor redesign**

Three bids for the accordion doors have been received and will be ordered once a contractor has been selected to create the wall and doorways.

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

UI continues to require documentation before installation can begin at either location. Solar panels have been delivered to North awaiting the go ahead.

- **Status/Action Black Rock Façade**
- **Status/Action Black Rock flooding issues**
- **Status/Action Black Rock carpeting/flooring**

The above items are somewhat related – the façade issues and basement flooding issues may be related to roof drainage issues and additional time is needed to determine what may be the issue.

Although it is desirable to replace the carpeting, it can be deferred until other system wide building maintenance issues are resolved.

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

Director Errichetti referred to the report prepared by Maintenance Manager Otero for specific building related items

❖ **Finance**

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

Director Errichetti stated that the 22-23 CAFR report has been issued and reflects a Library Surplus of \$4,211,995, which as agreed previously with Finance and OPM will be reduced by approximately \$1,110,500 for the construction cost in excess of the \$5,000,000 of bonding for the project. AS

mentioned last month 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.

**•Status/Action re Patron Fax Services**

New copier equipment has the ability to provide fax services for library patrons at a different cost than currently provided. It was determined that the fee for fax services should remain unchanged until the service is provided similarly at all locations.

**❖Governance (Nominations)**

**• 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.

**•Review/Action re No Weapons Policy**

Director O'Donnell prepared and presented for approval a "No Weapons Policy" for library locations. The policy conforms to Connecticut law and will provide that weapons are not allowed on library property unless allowed by law (ie law enforcement personnel).

**\*\* DIRECTOR ERRICHETTI MOVED TO ADOPT THE "NO WEAPONS POLICY" AS PRESENTED.**

**\*\* DIRECTOR ROGO SECONDED.**

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

**• Status/Action re Staff Policy Recommendations**

Staff is reviewing current policies and need for other policies to be presented to the Governance Committee in the future for review and/or approval

**❖Marketing Committee**

**• Status/Action re Tru North Marketing Campaign**

No action to be taken pending update from Marketing Committee – ie next steps.

❖ **Personnel**

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

The Tech Support position has been filled. The personnel committee agreed that a full review of staffing should be done to better reflect library staffing needs based upon strategic plan.

**REPORT OF FRIENDS OF THE LIBRARY**

Director Errichetti said that the Literacy Volunteer staff, Elaine me with a possible replacement for Kathy O'Shea. Suzanne Solensky has accepted the Friends offer to direct our Literacy Volunteer program as a consultant. Other City wide literacy initiatives will also be explored (i.e. some role previously done by the School Volunteer Association.)

**NEW BUSINESS**

❖ **Bilingual Books**

Director O'Donnell presented bilingual children's books designed to teach English and/or a foreign language through interactive books. He asked that the books be reviewed for possible inclusion in our collection.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE ALLOCATION OF \$15,000 OF SADEN FUNDS TO FUND A PILOT OF THE BILINGUAL BOOKS AT A LOCATION TO BE SELECTED IN THE FUTURE IF DEEMED APPROPRIATE BY LIBRARY STAFF.**

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

**\*\* THE MOTION PASSED WITH DIRECTOR OSBORNE-GANT ABSTAINING.**

The April Board meeting is scheduled for April 19, 2023.

**ADJOURNMENT**

**\*\* DIRECTOR GREENBERG 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

Bridgeport Library  
Board of Directors  
Regular Meeting  
March 15, 2023