

BRIDGEPORT LIBRARY

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

WEDNESDAY, MARCH 16, 2022
AT THE NEWFIELD BRANCH LIBRARY

ATTENDANCE: James O'Donnell, President; Kenya Osborne-Gant, Vice President; Thomas Errichetti, Secretary/Treasurer; Donald Greenberg, Marcie Patton, Denise Clemons, Assistant Secretary (6:22 p.m.)

OTHERS: Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Sarah Santos, Administrative Assistant; Nykia Eaddy, Newfield Branch Manager; Gerald Moore

WELCOME, CALL TO ORDER & ADOPTION OF AGENDA

Director O'Donnell called the meeting to order at 6:08 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 FEBRUARY 16, 2022 MEETING.**

**** DIRECTOR PATTON SECONDED.**

The following correction was noted:

Page 3, under **Buildings - Status/Action re punch list and opening of Newfield Branch**, Paragraph 4: please change the following from:

“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”

To:

“Status/Action re construction of Upper East Side

“Director Errichetti said that the data closet was too small. The issue has been turned

back to the construction manager to resolve.”

Page 5, under. **REPORT OF FRIENDS OF THE LIBRARY;** paragraph 1, please change the following from: “a second grant of \$750 was received” to “ a second grant of \$7,790 was received”

****THE MOTION TO APPROVE THE MINUTES OF THE FEBRUARY 16, 2022 MINUTES AS CORRECTED PASSED UNANIMOUSLY.**

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

Director Errichetti presented his report. He explained that the Children’s Room windows had very strong glare. This was listed as Item 11 on the Voucher Sheet. Discussion followed about possible solution for shading.

Ms. Braithwaite spoke about a new CapiraMobile Library App listed as Items 8 & 9 on the Voucher Sheet. She said that it would be a way to do one stop library usage. It will allow for a digital library card, notification and a variety of other tasks. She said that she would like to have this started this year.

Director Clemons joined the meeting at 6:22 p.m.

**** DIRECTOR ERRICHETTI MOVED THE APPROVAL OF THE PAYMENT INVOICES FOR THE AMOUNT OF \$42,532.07 AS PRESENTED.**

**** DIRECTOR GREENBERG SECONDED.**

Director Patton said that she would love to have the mobile library app implemented.

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti reviewed the line transfer.

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

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR ERRICHETTI MOVED TO SUSPEND THE RULES TO ALLOW MR. GERALD MOORE TO ADDRESS THE BOARD REGARDING ARTWORK IN THE LIBRARIES.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

NEW BUSINESS

❖ Presentation by Gerald Moore re proposal for art in libraries

Mr. Moore greeted the Board Members and said that Newfield was the first library he had ever used. He said it was important to have art work in context. It is important to not only create art, but also to explain its significance. The work that is done at the Main Branch has been good. It would not be difficult to replicate what was done at the Main Branch at Newfield.

Director Errichetti said that the artwork should be for the community and by the community. He said that it would be important to display the artwork both safely and securely.

Director Clemons said that she would like to have East End artists and their work featured.

Director O'Donnell said that it would be important to engage the art community. Director Clemons said that she would like to be part of the art outreach.

The Board Members thanked Mr. Moore for his input.

UNFINISHED BUSINESS

❖ Status/Action for full completion and opening of the Newfield Branch

Ms. Eaddy said that there are still some issues with the front door. Due to the issues with the locks, the staff cannot enter the building through the front door to open the library.

The soft opening will be on April 2nd. Discussion followed about scheduling the Grand Opening and the potential for light refreshments and music for the soft opening.

❖ Status/Action re retention of Construction Manager

Ms. Braithwaite said that they hoped to award the contract to the Construction Manager next week.

Ms. Braithwaite listed the members who would be interviewing a potential architect during a Zoom meeting with a 45 minute presentation and 15 minutes for Q&A.

❖ 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. Ms. Braithwaite said that she was doing whatever she could to expedite the hiring of staff.

CORRESPONDENCE AND COMMUNICATIONS

Director O'Donnell gave a brief update on the discussions with GVI.

CITY LIBRARIAN REPORT

Director Errichetti said that he was pleased to see how much the East Side branch was being utilized.

Ms. Braithwaite said that masking was now optional but they are still utilizing social distancing.

Passport services are available at the libraries. The Post Office does not offer passport service during the evenings or on Saturdays.

COMMITTEE REPORTS:

❖ Buildings

• Status/Action re Plaque for Newfield

Director Errichetti said that he had two potential types for the dedication plaque, one in Aluminum and one in Bronze. If metals become more precious, the bronze is more likely to be stolen. Aluminum weathers better. A discussion followed.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE LANGUAGE AS PRESENTED ON THE BRONZE PLAQUE.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE AMOUNT OF \$1,600 FOR THE BRONZE PLAQUE.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

• Status/Action re construction of Upper East Side

Director Errichetti said the construction is coming along nicely in and within budget. Director Errichetti said that Zoning is requiring five curb cuts which has an estimated cost of \$90,000.

Director Errichetti said that he had two options that he would like to explore regarding funding for those curb cuts.

He also spoke about an FF&E quote for \$113,000 but they had only budgeted for \$100,000. There is enough surplus in the regular Operating Budget to cover the difference.

Director Errichetti then reviewed the remaining items. He added that the Bridgeport Rotary Club had donated \$60,000 to pay for the audio/visual equipment. There will be a room named in honor of the Bridgeport Rotary Club.

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

The interviews for the architects will begin next week.

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

Director Errichetti reported that the title search for Burroughs has been completed and is clear. There has been no additional information on North at this time.

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

Director Errichetti spoke with Mr. Otero. Due to the dimensions of the opening, Mr. Otero will have to frame some dry wall in order to make the largest acoustical door fit. He reviewed the details of the changes and said that Mr. Otero felt he could do the installation with staff.

❖ Finance

• Status/Action re 2022-2023

Director Errichetti said that he had contacted City Hall to get a copy of the grand list. When it was not forthcoming, he contacted Mr. Nkwo who told him that the budget should increase by about \$80,000 or \$90,000.

In terms of the Capital Budget, the Burroughs windows need replacing. The City will not bond for the project. The Library did not submit any budget request for Capital projects

Director Errichetti noted that Ms. Braithwaite had secured a State grant for the Upper East Side. Director Errichetti said that since there will be a surplus in the salary allocation, they should be able to use some of the funding for Burroughs windows.

• Maintenance Request re new van.

Director Errichetti said that currently the Library has one minivan that is in constant use. However, the Library could utilize a second van that Mr. Otero could use. Director Errichetti said that he would ask Mr. Otero to come back with pricing for both a hybrid and traditional cargo van and a truck.

Director Errichetti said that Mr. Soltis had provided him with updated information regarding fines. There is approximately \$217,000 in accumulated outstanding fines over a ten plus year span. The most current fines from January 2020 to March 16, 2022 totaled just under \$16,000. He asked if there were staff members who would be willing to call the various patrons and ask them why they did not return the materials, along with whether they could return the materials. The goal is to get the materials back. He said that he would compile a list of the borrowers that should be contacted.

❖ **Governance (Nominations)**

Director O'Donnell said that they need to follow and track the Strategic Plan. Director O'Donnell said that there were sets of minutes that had not been posted online.

Mr. Soltis reminded Director O'Donnell that at a previous meeting, they had planned to transfer the fines issue to the Governance to set the Policy.

❖ **Personnel**

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

Director Clemons presented her report. She said that they were on track to get the staff evaluations. She then displayed a copy of the proposed evaluation for the City Librarian and gave an overview of the goals and information on the form.

❖ **Marketing Committee**

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

Mr. Soltis said that they had identified three finalists. He said that he needs to have approval from the Board of Public Purchases. Once that happens, the contract has to go to the City Attorney's Office for review before it is signed. Discussion followed about the issue that the Board does not have the opportunity to approve the vendor before the Board of Public Purchases and the City Attorney approves the agreement.

REPORT OF FRIENDS OF THE LIBRARY

The Friends have contributed \$2,000 and continue to sell surplus materials at the garage.

NEW BUSINESS CONT'D

❖ Discussion re branding and marketing rollout

Director O'Donnell displayed a new Bridgeport Public Library logo for the Board's consideration.

❖ 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 CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Board Members and Ms. Braithwaite, the City Librarian entered into Executive Session to discuss pending claims per CGS §1-200(6)(b) at 7:55 p.m. They returned to Public Session at 8:05 p.m. No actions were taken or motions made during Executive Session.

ADJOURNMENT

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

**** DIRECTOR PATTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:06 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services