

BRIDGEPORT LIBRARY

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

ATTENDANCE: James O'Donnell, President; Kenya Osborne-Gant, Vice President; Thomas Errichetti, Secretary/Treasurer; Denise Clemons, Donald Greenberg, Dr. Marcie Patton; Jeanette Muñoz Allam

OTHERS: Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Sara Santos, Administrative Assistant; Council Member Rosalina Roman-Christy

WELCOME AND CALL TO ORDER & ADOPTION OF AGENDA

Director O'Donnell called the meeting to order at 6:02 p.m. He called the roll and announced a quorum was present. He noted that Dr. Patton had not yet been confirmed by the Bridgeport City Council.

**** DIRECTOR GREENBERG MOVED TO ADOPT THE AGENDA AS PRESENTED.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

APPROVAL OF MINUTES OF PREVIOUS MEETINGS.

**** DIRECTOR GREENBERG MOVED TO APPROVE THE MINUTES FOR FEBRUARY 17, 2021.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION TO APPROVE THE FEBRUARY 17, 2021 MINUTES AS SUBMITTED PASSED UNANIMOUSLY.**

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

Director Errichetti reviewed the invoices with the Board Members.

****DIRECTOR GREENBERG MOVED TO APPROVE THE VOUCHERS FOR \$21,369.25 AS PRESENTED.**

**** DIRECTOR ERRICHETTI SECONDED.**

Director Osborne-Gant asked about the three HVAC bills at Black Rock. She was told they were older bills that were still outstanding. She also had a question about one of the programs, which Director Errichetti reviewed with her. Discussion followed.

**** THE MOTION PASSED UNANIMOUSLY.**

There were no line item transfers to consider at this time.

Director Errichetti said that there were some Saden Funds that matured and need to be reinvested in US Treasuries. Current rates are 1% or less. Alternatively the funds could be invested in a US Treasury Money Market until rates improve. Discussion followed.

**** DIRECTOR ERRICHETTI MOVED TO LEAVE THE U.S. TREASURY MONEY MARKET FUNDS LIQUID PENDING IMPROVED TREASURY INTEREST RATES.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Osborne-Gant asked for clarification on what the limitations were on these trust items. Director Saden indicated that the funds could only be invested in US government securities. Director O'Donnell indicated that we would need to go to probate court to alter the investment restriction.

**** DIRECTOR GREENBERG MOVED TO APPROVE THE FINANCIAL REPORT AS PRESENTED.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

UNFINISHED BUSINESS

• Status/Action to implement Library Re-Opening Plan

Ms. Braithwaite said they preferred a graduated opening, which is outlined in her report. The City has also not lifted the 50% occupancy for government buildings. North Branch, Black Rock and East Side have been opened since March 8th, but because of the health situation with the vaccinations, they have to be careful. She estimated that between 5% - 10% staff members may continue to telework. The majority of the staff wish to come back. As the infections and hospitalizations go down, they will bring back all the staff. Discussion followed about the details followed. Burroughs second floor is being reassembled from the carpet project and re-opening will follow.

Director Osborne-Gant asked about the number of computers that were available. Ms. Braithwaite said that they have to upgrade all the computers to Windows 10 and they still need 100 computer. That will bring the total up to 290 computers. Newfield has all their

computers because they were part of the project. The printers are outdated and some of them need to be replaced.

Director Osborne-Gant asked about Wyandanch Public Library borrowing the bookmobile. Director O'Donnell said that this would have to be discussed more fully later in the meeting.

Dr. Patton asked about the security. Ms. Braithwaite said that right now, with limited occupancy, they are okay with no security, but when Burroughs opens, they will need security. The security contract should start in May. She outlined her plans for various situations. She said that the CAO had requested a re-opening plan and she will submit it to the City after this meeting.

Director O'Donnell asked what was the purpose of giving the CAO a re-opening plan. Ms. Braithwaite said that they had been asked to create a plan when this first started, and nothing has really changed. She said that she did not anticipate any issues. Director O'Donnell reminded everyone that the Library Board directs the Library, not City Hall. Discussion followed about the level of public access.

Director O'Donnell asked about the 50% occupancy rate for City buildings. Ms. Braithwaite said that the 50% occupancy was for staffing. She said that if they were open, they would need most of the staff on site. Discussion followed about what the fire code occupancy limit was.

A discussion followed about the amount of funding available for the computers. Director Errichetti cautioned them about counting on surplus funding.

- **Status/Action RE Burrough/Saden Projects and its re-opening.**

Ms. Braithwaite updated the Board on the status and said that the project was moving.

- **Status/Action RE review by City Ethics Commission and referral to City Council for confirmation of Director**

Dr. Patton has not yet been confirmed by the City Council.

- **Report on status of potential Reservoir Corridor tech center.**

Director O'Donnell said that he had included this on the agenda because a meeting had been scheduled for various Reservoir Corridor stakeholders, but that meeting was later cancelled. He said that the Library's liaison had been very involved in the matter.

Council Member Roman-Christy, City Council liaison to the Library Board, said she had been told by Bill Coleman that he would be speaking to Green Valley Initiative (GVI) Board of Directors about the letter to the Bridgeport Council. Council Member Roman-

Christy and her fellow Council Member McBride-Lee along with Mr. Nelson were surprised to find their names had been used without their knowledge.

Director O'Donnell said that GVI has a lease on a farm in the Reservoir Corridor and there had been concerns that GVI's lease would not be renewed. In February, GVI had presented their statement regarding the continuation of the lease to the Council. Director O'Donnell said after reviewing the parcel, the location of the GVI Farm is the best location on the plot. However, the Library will not need the entire area and Director O'Donnell believed that they had reached a tentative agreement that could accommodate all parties. A police substation is also planned as part of the project.

Director O'Donnell went on to give the details about the Library footprint needs and mentioned the plan for the upper East Side as being sufficient for this project. A survey was done and the public perception was that the Farm would be eliminated. The GVI letter was sent out prematurely and there will be further conversation. Discussion followed.

Director O'Donnell said that letters had been received from the two estate lawyers about contingent donations to the library. He gave a brief summary of the letters.

The discussion moved to the potential loan of the bookmobile to Wyandanch Public Library due to the dire situation Wyandanch Library is currently experiencing.

Ms. Braithwaite said that they need to have a Maintainer with a CDL on Bridgeport Library staff in order to utilize it. She recommended that the Board consider loaning the Bookmobile to Wyandanch Library. Discussion followed about the details.

Director O'Donnell said that if the Bridgeport Library did not have plans for using the Bookmobile, they should consider the loan, with complete indemnity and appropriate liability insurance.

**** DIRECTOR GREENBERG MOVED TO ACCEPT THE CITY LIBRARIAN RECOMMENDATION REGARDING THE LOAN OF THE BOOKMOBILE TO THE WYANDANCH PUBLIC LIBRARY SUBJECT TO THE CONTINGENCIES THAT HAD TO BE CLARIFIED.**

**** DIRECTOR ERRICHETTI SECONDED.**

Director Osborne-Gant said that there were residents that were not receiving services and they should be utilizing the bookmobile for the North End. Mr. Braithwaite pointed out that they need a staff member with a CDL to move the vehicle.

Director Errichetti said that they have had the bookmobile for 10 years and they have not been able to effectively utilize it.

Director Greenberg said that he would be voting against it because he would like to see Bridgeport residents receive the benefits of the bookmobile.

Director Clemons said that she would like to work on a plan for utilizing the bookmobile and allow the Wyandanch Public Library to use the bus while the Bridgeport Library is developing the plan. Ms. Braithwaite said that they need to have a Maintainer with a CDL on staff. Discussion followed about the details.

**** THE MOTION TO ACCEPT THE CITY LIBRARIAN RECOMMENDATION REGARDING THE LOAN OF THE BOOKMOBILE TO THE WYANDANCH PUBLIC LIBRARY SUBJECT TO THE CONTINGENCIES THAT HAD TO BE CLARIFIED FAILED TO PASS UNANIMOUSLY.**

Ms. Santos said that the bookmobile had been a mobile branch and later was changed to its current use.

Director O'Donnell suggested that they consider selling the bookmobile to Wyandanch Public Library. He said that they need to decide what to do rather than making the services around the bookmobile. Director Osborne-Gant said that it was a failing on the Board's part because they have not utilized it.

Director Errichetti said that the vehicle has had many maintenance issues and had not been reliable. Director O'Donnell said that he felt they should determine their needs and design the van around those needs. Discussion followed.

**** DIRECTOR ERRICHETTI MOVED TO EXPLORE SELLING THE BOOKMOBILE TO WYANDANCH PUBLIC LIBRARY.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION TO EXPLORE SELLING THE BOOKMOBILE TO WYANDANCH PUBLIC LIBRARY PASSED FOUR (4) IN FAVOR (GREENBERG, ERRICHETTI, CLEMONS AND O'DONNELL); ONE (1) OPPOSED (OSBORNE-GANT) AND ONE (1) ABSTENTION (PATTON).**

Director O'Donnell asked Ms. Braithwaite to contact Wyandanch about this.

Newfield construction/Opening

Director Errichetti gave a brief overview of the project and said that he had not received an answer about the status of the temporary C.O. Director Clemons said that there was conversation in the community that the reason the library has not opened was because the Board had not paid the contractor and he won't give them the temporary C.O. Director Errichetti said that the contractor had not spoken with him about outstanding bills. All the third parties have received their payments. Director Errichetti said that he would follow up again.

Upper East Side

Director Errichetti said that planned meeting to discuss ways to reduce the construction cost had been deferred pending everyone's availability. The Meeting will happen later this month.

Lower East Side.

Director Errichetti said that they needed an RFQ for the design first to move the project forward.

Solar – Director Errichetti said that the library approves the contract and does not believe the Parks Commission needs to approve the contract. He will contact Legal about whether the Parks Commission should be involved and also who should review the solar contract.

FINANCE

Status

Director Errichetti said that he had not heard whether the Budget book had been released. The City has not released a figure other than the carryover budget amount from last year.

GOVERNANCE

Director O'Donnell said that he had not started the bylaw review process.

PERSONNEL

Director Greenberg said that there was a tentative Library organizational chart. Ms. Braithwaite put together a generic organization, but they were looking for specific charts for each library based on their needs. He gave the details of the responsibilities of two Librarians 4 positions. This will be discussed in the Personnel Committee and brought to the full Board.

MARKETING COMMITTEE

Ms. Braithwaite said that the RFP/Q has been sent to the Purchasing Department and they are waiting for a date for the bid opening. There will be a five member Committee created.

FRIENDS OF THE LIBRARY.

Director Errichetti said that he would like to know when the Friends could come back and open the garage on site. Ms. Braithwaite said that they would have to maintain social distancing and other precautions.

Director Clemons asked how they would manage to open 100% and maintain social distancing. Ms. Braithwaite said that they would have to be very aware of where all the

patrons and staff were in the building. It will be a balancing act, which is why they will have some staff teleworking.

NEW BUSINESS

Resumption of “in-person” meetings.

Director O’Donnell said that the Board was having difficulty due to Zoom restraints. Ms. Braithwaite said that the Pop room was very large and they could maintain social distancing.

Director Greenberg said that he would prefer to hold the meeting in person. Director Errichetti said that he would prefer to have it in North Branch.

**** DIRECTOR CLEMONS HOLD THE APRIL LIBRARY BOARD MEETING AT THE NORTH BRANCH.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

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

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:44 p.m.

Respectfully submitted

S. L. Soltes
Telesco Secretarial Services