

Bridgeport Library
Board of Directors
Regular Meeting
Wednesday, March 20, 2024

ATTENDANCE: James E. O'Donnell, President; Thomas R. Errichetti, Treasurer;
Denise Clemons, Secretary; Jeanette Allam; Kathleen E. Turner (5:36 p.m.) and
Blanca Bermeo

STAFF: Laura Matthews, Assistant City Librarian
Sara Santos, Administrative Assistant
Nykkia Eaddy, Newfield Branch Manager

OTHER:

CALL TO ORDER

President O'Donnell called the meeting to order at 5:39 p.m. A quorum was present at the time of the roll call.

PRESENTATION/DISCUSSION RE: PROCESS WITH TRUENORTH MARKETING

Director Allam reviewed the Meeting with TrueNorth Marketing. She will devise a bi-weekly meeting with TrueNorth for a 30 minute check-in. Directors and Staff discussed obtaining a Marketing Audit from the Library staff. This will support creating a community scan. At the present, the lack of a community scan may have an impact of the progress of the delivery of services from TrueNorth. Constant contact will improve the outcome/results that the Directors are seeking.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

****DIRECTOR CLEMONS MOTIONED TO APPROVE THE FEBRUARY 21, 2024 MEETING WITH CORRECTIONS.**

****SECONDED BY DIRECTOR ERRICHETTI.**

****THE MOTION PASSED UNANIMOUSLY.**

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

Director Errichetti directed everyone to the page labeled "Tentative Board Voucher for March 20, 2024". He shared the vouchers that equal to \$45, 871.05. The North Branch Architectural Services are for the new roof and related installation of the solar panels.

****DIRECTOR CLEMONS MOTIONED TO APPROVE THE VOUCHERS TOTALING \$45,871.05.**

****SECONDED BY DIRECTOR ERRICHETTI.**

****THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti carried on to the Budget Transfer Request. In regards to the Budget Transfer Request, Director Errichetti asked Ms. Santos why there was a request for \$75,000.00? She stated it was to pay outstanding invoices. Director Errichetti said the total Budget Request was \$76,032.32.

****DIRECTOR ERRICHETTI MOTIONED TO APPROVE THE LINE ITEM TRANSFER OF \$75,000.00 FROM SPECIAL SERVICES FREEZE TO BUILDING MAINTENANCE SERVICES.**

****SECONDED BY DIRECTOR CLEMONS.**

****THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti continued onto to share the payroll variance year to date. After payouts of vacations and retirees the amount is approximately \$100,996.00.

UNFINISHED BUSINESS

- **Status/Action re: Library Programming with Klein**

Director Errichetti stated that the Phoenix Performance Arts Group was scheduled for March 30, 2024 at 2:00 p.m. The performance will be held at Burroughs. There is a performance led by Kimberly Wilson that will be held at the Klein on June 20, 2024 at 6:00 p.m. as a program for Juneteenth. This program will be held in collaboration with the The Friends of Bridgeport Public Library, The Klein Memorial Auditorium and Juneteenth of Fairfield County. Director O'Donnell will correct the flyer to include the full title of the show (A Journey: Musical One-Woman Show).

There was discussion regarding publicizing community events. It was recommended that these events have a large presence on the website(s) for the public. It was also suggested that all communications be posted on Facebook and Instagram.

- **Status/Action re: Review of Library Hours of Operation**

Ms. Matthews shared the updated scheduling of 48 hours of operation for each Branch. Ms. Eaddy stated that she would like to amend her hours from 8:00 p.m. to 7:00 p.m. The Directors agreed to hours of 10:00 a.m. – 7:00 p.m. on Wednesday and Thursday. After speaking with her staff, she will confirm. The new hours of operation will be softly implemented on April 1, 2024.

- **Status/Action re: Volunteer Opportunities**

No Report.

- **Status/Action re: Social Work Arrangements**

A meeting has been scheduled with Dr. Rodriguez, the Director of the City’s Department of Health and Social Services.

- **Status/Action re: signage/enhancements for Burroughs/Saden**

There was discussion regarding the acoustics in the first floor Community Room. Director Errichetti stated that he had commissioned an artist to create artistic fabric panels to address the issues with the acoustics.

- **Status/Action re: City Council approval of Director appointments**

Ms. Matthews will check with Ms. Braithwaite regarding the next Ethics Committee Meeting. This is what is needed to complete this process. Directors Clemons and Turner stated that they had completed the Background process.

Correspondence and Communications

Ms. Santos shared that communication has been received from the Fairfield Probate Court regarding a hearing to be held on March 25, 2024. The Petition is being held for “allowance of interim accounting”. Director Errichetti said, he has not heard from the attorneys regarding the settlement of the purchase of the Saden property.

The Library Board will no longer need to appoint a Director to serve as a Trustee of the Klein Trust when the Superior Court enters judgment in the deviation action that will terminate the Klein Trustees and transfer the Klein Trust assets to the Klein Memorial Auditorium Foundation.

City Librarian Report

- **Review of Monthly Statistics**

In Ms. Braithwaite’s absence, Ms. Matthews shared and reviewed the Comparison Report between 2023 and 2024 for Circulation, Door Count, Library Cards, OverDrive Unique Users, New OverDrive Users and OverDrive Checkouts. Ms. Matthews explained that OverDrive referred to E-Books and Audio Books.

- **Presentation by Staff**

No Presentation.

Committee Reports

Building

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

Director Errichetti stated that approximately 8 contractors came for the walk through. Downes Construction did not attend. Bids are due on April 10, 2024.

- **Status/Action re: Solar Projects for Burroughs/Saden and North**

Director Errichetti stated the solar panels at Burroughs are almost ready to go live. After the roof replacement at North, the solar panels will be installed. The contract supply rate with Constellation is currently .106; the solar rate is expected to be .096 fixed for 20 years.

- **Status/Action re: Burroughs/Saden 1st floor Changes and Acoustics**

Director Errichetti stated that the fabric panels would absorb the sound. The panels improved the sound at Beardsley.

- **Status/Action re: Report of David Otero Regarding Other Facility Issues**

Director Errichetti stated that Mr. Otero's report is included in the packet

Finance

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

Director Errichetti stated the Budget was adopted. He inquired if the Budget could be uploaded to MUNIS? He stated the Budget is statutory.

Governance

- **Status/Action re: Adoption of Consent Agenda Process**

The Consent Agenda is still in process. Information on the liability insurance will be researched by Director Errichetti and Ms. Matthews.

Marketing

- **Status/Action re: Meetings with True North Campaign Strategies**

This was shared at the onset of tonight's Board Meeting.

Personnel

- **Status/Action re: Table of Organization/Job Descriptions**

Director Clemons said, the Thursday morning scheduling is set to be implemented on April 1, 2024. Other discussion is stated under Unfinished Business. All staff vacancies have been filled. The Communications person began work yesterday, March 19, 2024.

- **Status/Action re: Design of City Librarian evaluation and metrics**

As discussed with the Directors, Director Clemons will draft the Evaluation and present to the Board and City Librarian. She will present the document at the April Personnel Committee.

Report of Friends of the Library

Director Errichetti stated that there will be a Board Meeting held on April 11, 2024. Two applicants for the Library Board will be introduced at this meeting. There will also be a discussion on fundraising and establishing a Foundation. Ms. Solensky (Literacy Volunteers Director) needs tutors. She also informed Director Errichetti that the website is up and running.

New Business

- **Discussion re: Brainstorming for excellence in experiencing BPL**

Director O'Donnell stated that the Board is interested in obtaining this information from the staff and community to support the Library's Marketing campaign.

- **Discussion re: Board engagement and interaction**

The Board and staff were invited to hear Director O'Donnell and his band on Saturday, March 23, 2024 at the Gaelic Club, 74 Beach Road, Fairfield, CT. The event will start at 8:30 p.m.

Adjournment

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

****DIRECTOR ERRICHETTI SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:18 p.m.

Respectfully submitted,

Denise L. Clemons,
Secretary