

BRIDGEPORT LIBRARY

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

Board of Directors Regular Meeting Minutes April 17, 2024

ATTENDANCE: James E. O'Donnell, President; Kenya Osborne-Grant, Vice President; Thomas R. Errichetti, Treasurer; Denise Clemons, Secretary; Kathleen Turner, Marcie Patton, Barbara Rogo and Blanca Bermeo (Zoom).

STAFF: Elaine Braithwaite, City Librarian; Laura Matthews, Assistant City Librarian; Sara Santos, Administrative Assistant and Margaret Girgis, Assistant Branch Manager.

CALL TO ORDER

Board President O'Donnell called the meeting to order at 6:05 p.m. There was a quorum present.

APPROVAL OF MINUTES

- ** DIRECTOR CLEMONS MOVED TO APPROVE THE MARCH 20, 2024 MEETING MINUTES AS SUBMITTED.**
- ** DIRECTOR PATTON SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

TREASURER REPORTS

Mr. Errichetti referred to the Finance Section in the Board Meeting Binder and went through the track of expenditures versus budget, payment of invoices, line transfers and the tentative Board Voucher Report as of April 17, 2024.

- ** **DIRECTOR CLEMONS MOVED TO APPROVE THE TREASURER’S REPORT, VOUCHERS AND BUDGET TRANSFERS AS PRESENTED.**
- ** **DIRECTOR ROGO SECONDED.**
- ** **THE MOTION PASSED UNANIMOUSLY.**

UNFINISHED BUSINESS

- Status/Action re: Library Programming with Klein.

Mr. Errichetti reviewed the schedule of events and highlighted the following: ‘Juneteenth’ performance by Kimberly Wilson on June 20, 2024 at 6:00 p.m. in collaboration with The Friends of Bridgeport Public Library. Flyer is posted on the website.

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

Ms. Matthews reported that the change of hours has not been put into effect and is on hold pending approval by Labor Relations as there is the potential of a grievance with changes in employment hours. There was discussion on if there was an actual union complaint or grievance. This is a management prerogative as approved by the Board. Ms. Matthews explained this change impacts senior level staff members that may not be able to rotate hours, and a change in hours could be an item for negotiation by the union contract. She noted that after approval from Labor Relations and presenting to her staff, she will confirm when the new hours of operation will be implemented.

- Status/Action re: Volunteer Opportunities - As posted - no further action taken.

- Status/Action re: Social Work Arrangements

A meeting was held with the City’s Director of Health and Social Services. There was discussion on if this will be a staff position or independent contractor. It is difficult to add a staff position to the Organization Chart amidst budgetary constraints and shared scheduling with the City Department may be preferred. It was noted that this could be an opportunity to gain students seeking an internship if the hired individual has is a Licensed Clinical Social Worker. This will be referred to the Personnel Committee.

- Status/Action re: Signage - Enhancements for Burroughs/Saden

There was discussion on digital signage and the addition of site directions at entrances. Mr. Errichetti presented the renderings for Carlos Biernnay and highlighted articles of his background as a teaching artist working with City Lights/Bridgeport Art Trail and other CT programs for youth. After a review of the conceptual sketches, he outlined the proposed budget

and a payment schedule and recommended the Board contribute \$10,000 towards the budget. Mr. Errichetti will donate the additional \$15,000.00 for the project.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE CONTRIBUTION OF \$10,000 OF NON-LEVY OR OTHER DESIGNATED FUNDS TO THE SOUND BAFFLE PROJECT BY CARLOS BIERNNAY.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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

Appointments are scheduled for approval at the next meeting of the Miscellaneous Matters Committee. Appointments will then be forwarded to the Ethics Committee.

Correspondence and Communications

Mr. O'Donnell distributed an email with attachments on the e-filing status of the probate letter reflecting the judgement ordering the transfer of the Klein Trust assets to the Klein Memorial Auditorium Foundation.

City Librarian Report

City Librarian Braithwaite referred to the Librarian Report as contained in the meeting binder and reviewed the following:

FCC For 471 filing – Schools and Libraries Universal Service Program;
Bridgeport STEM EcoSystem Competition Grant opportunities;
T-shirt fundraiser;
Passport acceptance;
CT LAAC Conference;
FLAG Scholarship;
2024-25 Library Budget;
Bridgeport Public Schools' Literacy Team Meeting; and
Statistics for Circulation, Door Count, Library Cards, Unique Users, OverDrive Programming and Checkout statistics.

Presentation by Staff - No Presentation.

Committee Reports:

Buildings

Status/Action re East Side Branch Phase II project

Mr. Errichetti reviewed the Maintenance Manager's report as contained in the agenda binder.

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There was discussion on the Branch's closure for six months during construction and how much money rotating staff to other branches will save. It was agreed to evaluate the timeline of the elevator installation to determine the impact on the certificate of occupancy.

- ** DIRECTOR ERRICHETTI MOVED TO APPROVE THE BISMARK BID OF \$4,157,000, WHICH WILL REQUIRE USE OF APPROXIMATELY \$2,100,000 OF LIBRARY SURPLUS.**
- ** DIRECTOR CLEMONS SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

There was further discussion on applying for State grant funds for the windows.

- ** DIRECTOR ERRICHETTI MOTIONED TO AUTHORIZE CITY LIBRARIAN BRAITHWAITE TO FILE FCC FORM 471, SCHOOLS AND LIBRARIES UNIVERSAL SERVICE PROGRAM FOR FISCAL YEAR 7/1/24 TO 6/30/25, INCLUDING AUTHORIZING PAYMENT OF THE APPLICANT'S SHARE SUBJECT TO SPECIFIED CONDITIONS.**
- ** DIRECTOR CLEMONS SECONDED.**
- ** MOTION PASSED UNANIMOUSLY.**

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

Mr. Errichetti stated the solar panels at Burroughs are ready to go live. The solar panels at North will be installed after the roof replacement is completed. There was discussion on the location of the meter that measures savings incurred by using solar energy. It was suggested that the meter be placed in the front lobby as an interest point to Library patrons.

Finance

Mr. Errichetti provided a review of MUNIS procedures and noted that last week the Budget Committee adopted the 2024-25 Budget without issue.

Governance

Status Report re: staff referral of policy revisions.

Ms. Matthews presented an overview of Policies Regarding Children's Services. There was discussion and it was agreed to refer this to the Governance Committee.

Marketing Committee

There was an update on the True North campaign and marketing strategies in the binder.

Personnel

- **Status/Action re: Design of City Librarian evaluation forms as included in the binder.**

New Business

Incident Report – Ms. Braithwaite reviewed the incident report as included in the meeting binder. There was discussion on an attack of a security guard at Newfield and the fact that police did not show after being called. Chief Porter will discuss with the department staff, and it was suggested that the video be reviewed for details. There was further discussion on the need to look at the rules of conduct and dress code and possible amendments.

*** NEXT REGULAR BOARD MEETING – MAY 15, 2024 – 6:00 P.M.*

ADJOURNMENT

- ** **DIRECTOR OSBORNE-GANT MOTIONED TO ADJOURN.**
- ** **DIRECTOR CLEMONS SECONDED.**
- ** **THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,
Telesco Secretarial Services.