

# BRIDGEPORT LIBRARY

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

WEDNESDAY, APRIL 19, 2023  
BURROUGHS BRANCH  
925 BROAD STREET, BRIDGEPORT, CT

**ATTENDANCE:** James O'Donnell, President; Thomas Errichetti, Treasurer; Denise Clemons, Secretary; Donald Greenberg

**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 6:15p.m. There was not a quorum present.

## **PRESENTATION BY TRU NORTH RE: MARKETING PROGRAM**

The presentation by Tru North was deferred to next month.

## **HEART ASSOCIATION MONITORING EQUIPMENT LENDING PROGRAM**

Ms. Braithwaite presented a short video on how the Heart Association wanted to place some medical monitoring equipment at the library for the patrons to check out.

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

The minutes were not considered due to the lack of a quorum.

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

This item was not discussed due to the lack of quorum.

## **UNFINISHED BUSINESS**

### **❖ Status/Action re City Council review of Board Appointments**

Director Braithwaite indicated she has reached out to City Administration for Ethic Committee information.

### **❖ Status/Action re review of Library Hours of Operation**

Ms. Braithwaite presented a proposed schedule for amending the Library hours to the Board Members. A discussion was held about the days that the library would be open on days following holidays such as New Years, Thanksgiving, and Labor Day. Director Errichetti said that they want to utilize the Library staff to maximize the library availability.

Director Errichetti asked for this item to be included on the next agenda.

### **❖ Status/Action re Beardsley Branch Grand Opening Events**

The discussion moved to the Beardsley opening and the mornings that the various branches were open. On Thursday mornings, there is only one branch open. Director Errichetti asked if there was anyway to open another branch on Thursday mornings. The Board Members then reviewed the raw data and decided that they needed to see the figures in more of a spreadsheet. Director Clemons suggested that they consider summer hours, and have the full hours from Memorial Day to Labor Day.

A discussion followed about allowing the community to have after-hours access. It was noted That Black Rock, Newfield, Beardsley and North were designed for after-hours community use.

### **❖ Status/Action re bilingual collection**

Ms. Braithwaite said that there were bilingual items available for the patrons.

## **CORRESPONDENCE AND COMMUNICATIONS**

Ms. Braithwaite said that the application for reimbursement for Beardsley was mailed earlier in the week.

## CITY LIBRARIAN REPORT

### ❖ Review of Monthly Report

The staff reports were included in the Board information packet.

### COMMITTEE REPORTS:

#### ❖ Buildings

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

Director Errichetti said that the appraisal had come in for just under \$400,000 for commercial use of the land. The residential use is lower. The Church wants \$500,000. The Finance Committee will recommend not pursuing that parcel and continue with the farm.

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

Director Errichetti said that the Building Committee met and indicated which design included in the information packet would be preferred. He mentioned that they are thinking of mural screens on the second floor windows that allow to look out but block the sunlight coming in. A discussion followed about how the signage will be positioned on the building. A recommendation will be made at the next meeting about this.

There was a discussion regarding the parking at the East Side. Director Errichetti said that the Library purchased a vacant parcel across the street on Shelton Street that has been fenced off. No one is parking there now, but once it is paved, there will be room for both staff and patron parking there.

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

UI and Eco-Solar (installer) continue to complete paperwork needed before installation at both locations can commence.

##### • Status/Action re Burroughs/Saden 1st Floor redesign

The purchase order for the doors has been issued; we are waiting for a third bid for the actual construction of the area.

- **Status/Action re Burroughs/Saden windows projects.**

Director Errichetti said that they would be submitting a notice of application in June for the Reservoir branch and for the window replacement at Burroughs. The window project should start in September once the cost estimates are received.

- **Status/Action re Black Rock Façade**

No action required at the current time.

- **Status/Action re Black Rock flooding issues**

No action required at the current time.

- **Status/Action re Black Rock carpet and floor painting**

No action required at the current time.

- **Status/Action re: report of David Otero re other facility issues**

Director Errichetti also spoke about a vacant parcel by Newfield. The plan was to use that for programming rather than parking as the staff has not complained about parking. Discussion followed.

Director Errichetti spoke about the fact that there were some HVAC issues that need to be considered, but they are not major at this time.

- ❖ **Finance**

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

The discussion moved to the upcoming Budget Hearing. Director Errichetti reviewed the various figures listed on proposed budget.

- ❖ **Governance**

- **Status/Action renew Strategic Plan/goals/objectives**

The Governance Committee has met and Director Osborne-Gant has the language for the Strategic Plan.

• **Status/Action re: staff policy recommendations**

Ms. Braithwaite said that the speaker for Staff Development was not able to speak at the meeting, so they will have the staff consider the Strategic Plan.

❖ **Marketing Committee**

• **Status/Action re True North Scope marketing campaign**

There was no report at this time.

❖ **Personnel**

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

Director O'Donnell said that two of the members had been able to attend the Zoom interview. Ms. Braithwaite said that she was thinking of inviting the potential job candidates to the Staff Development meeting.

**REPORT OF FRIENDS OF THE LIBRARY**

There was no report at this time

**NEW BUSINESS**

❖ **Referral to Governance Committee for new Board Member search**

There will be an opening on the Board next year.

**ADJOURNMENT**

Director O'Donnell adjourned the meeting at 7:30 p.m.

Respectfully submitted,

S. L. Soltes  
Telesco Secretarial Services