

Bridgeport Library
Board of Directors
Regular meeting
Wednesday, December 20, 2022

ATTENDANCE: James E. O'Donnell, President; Kenya Osborne-Grant, Vice President; Thomas R. Errichetti, Treasurer; Blanca Bermeo
Barbara A. Rogo.

STAFF: Elaine Braithwaite, City Librarian; Laura Matthews, Assistant Librarian

CALL TO ORDER

Director O'Donnell called the meeting to order at 6:00 p.m. A quorum was present.

ADOPTION OF AGENDA

- ** DIRECTOR ERRICHETTI MOVED TO ADOPT THE AGENDA AS PRESENTED.**
- ** DIRECTOR ROGO SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Minutes from the prior meeting were unavailable for approval.

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

Director Errichetti directed everyone to the page regarding Tentative Board Vouchers for May 15, 2024. The grand total is \$21,830.96; \$21, 6710.22 are from tax levy funds and \$160.74 are from non-levy funds.

- ** DIRECTOR ERRICHETTI MOTIONED TO APPROVE THE VOUCHERS OF \$21,830.96.**

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**** DIRECTOR ROGO SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

There is a year to date favorable payroll variance of \$73,635.97 after paying out retirees and a prior line item transfer of \$15,000.00.

A line item transfer of \$45,000.00 from Publications to Subscriptions is needed to cover the cost of database subscriptions for the remainder of the year.

**** DIRECTOR ERRICHETTI MOTIONED TO APPROVE THE TRANSFER OF
\$45,000.00
** DIRECTOR ROGO SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

UNFINISHED BUSINESS

❖ Status/Action re Library Programming with Klein

Director Errichetti indicated that the final program (*A JOURNEY*, Musical One-Woman Show Written & Performed by **Kimberly Wilson**) at the Klein will be on June 20, 2024. The program is jointly sponsored by the Library, the Friends and the Klein and is a celebration of Juneteenth.

❖ Status/Action re review Library Hours of Operations

City Librarian Braithwaite indicated that Labor Relations has reviewed the issue of seniority related to scheduled hours and it is not a problem. An MOU Will be drafted soon stating same and expanded our expanded hours are expected to begin in July 2024.

❖ Status/Action re volunteer opportunities

All volunteer requests will be directed to the Friends for assistance with book sales or Literacy tutoring. Librarian internships will be referred to Library staff.

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❖ **Status/Action Re Social Worker Assignment**

The City Health Department has offered to assign a full time to the Library to assist patrons with social service needs at no cost to the Library. Start date to be determined.

❖ **Signage/enhancements for Burroughs/Saden**

No action at the current time

❖ **City Council Approval of Director Appointments**

Applicant process for new and Directors and reappointed Directors are at various stages of the process. All are expected to be through the approval process to be put on Miscellaneous Matters agenda soon.

❖ **Status/Action on MOU with City Attorney Office**

Director O'Donnell has yet to schedule a meeting with the new City Attorney but will contact her office soon.

CORRESPONDENCE AND COMMUNICATIONS

❖ **Offer of 1877 Weber Grand Piano for library and lesson use**

President O'Donnell informed the Board that the donee would like to donate the piano to the Library.

**** DIRECTOR GANT MOTIONED TO ACCEPT THE GIFT OF THE PIANO**

**** DIRECTOR ROGO SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR GANT MOTIONED TO APPROVE A SUM OF NOT MORE THAN \$2,000.00 to MOVE THE PIANO FROM ITS CURRENT LOCATION**

**** DIRECTOR ROGO SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY**

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CITY LIBRARIAN REPORT

❖ Review of monthly statistics

Assistant City Librarian presented an analysis of electronic material borrowing. Each Publisher has different protocols regarding electronic materials – unlike book purchasing e materials do not become part of the permanent collection, and some publishers are charging much more to e material compared to hard copy materials.

Acquisition of e materials needs to be monitored to be sure we are maximizing our budgeted dollars to e materials and traditional materials.

Director Braithwaite indicated that she recommends that a portion of Technology and Business Room be used to create a Maker's space. Mike Rohr will be donating the initial equipment and related materials.

**** DIRECTOR ERRICHETTI MOTIONED TO APPROVE THE USE OF THE TECHNOLOGY AND BUSINESS ROOM FOR MAKER SPACVE AND ACCEPT THE GIFT OF THE EQUIPMENT AND MATERIALS FROM MIKE ROHR
DIRECTOR ROGO SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Refer to the City Librarian's report for more statistical and non statistical information.

❖ Presentation by staff

There was no presentation by staff

COMMITTEE REPORTS:

❖ Buildings

Status/Action re East Side Branch Phase II Project

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Staff has met with the selected contractor; the contract is with the legal department for finalization. There is some concern about some asbestos in the basement area which is not being renovated but may be disturbed during construction. An analysis of the needed abatement is being performed.

Director Errichetti said they are addressing the outdoor lighting and ramp situation at the location as well.

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

Director Errichetti said the solar panels have been installed and waiting for UI to approve connection to the grid. North installation is on hold pending new roof, and Newfield is being assessed for solar.

Status/Action re Burroughs/Saden 1st Floor redesign and windows

Director Errichetti indicated that he forwarded some comments to the artist designing the community room sound baffles and hopes to bring preliminary drawings to the next meeting.

No action regarding the second wall has been taken. It was asked whether the new space created and intended for the teens might be better as the market place space – may require less retrofitting. The question was deferred to Assistant City Librarian Matthews to discuss with staff.

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

Director Errichetti reviewed David's report, which was included in the information packet.

❖ Finance

Director Errichetti and City Librarian Braithwaite attended the Budget Committee meeting on May 2, 2024. Both discussed the various initiatives from the past year including but not limited to the passport program, notary service, digital navigator services and the joint programming at the Klein. We discussed the success of our newest branch (Beardsley) and we were complimented on the programming provided at Newfield. We also discussed the next steps regarding a branch in the Reservoir Avenue area. Our budget is flat compared to the current year but is adequate for fiscal 24-25. The Library was complimented on the management of its funds.

❖ Governance

Status Report re staff referral of policy revisions

No referrals of policy revisions at the current time.

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Request for staff input on report timing to establish consent calendar

The idea of creating a consent calendar for recurring items is being discussed to see if it's worthwhile. More discussion and input from staff is needed to see if it's plausible.

❖ Marketing Committee

President O'Donnell mentioned Director Allam was not in attendance. There have been some discussions with True North. There was frustration expressed that the marketing committee has not been included in discussions.

A new staff person has been hired to assist with current marketing efforts so the function resides with one person.

❖ Personnel

A draft staffing chart has been provided to the personnel committee but has not been reviewed. An update regarding scheduling and Labor Relations position was discussed.

REPORTS OF FRIENDS IN THE LIBRARY

The Friends have recently begun meeting again. Two Library Board candidates have been invited to join the Friends and they accepted. Book sales remain brisk, and Literacy is finding its footing.

NEW BUSINESS

❖ Status and implementation of new Library App

The new Library App has not been rolled out just yet but is expected to be soon.

ADJOURNMENT

**** VICE PRESIDENT OSBORNE-GRANT MOVED TO ADJOURN.**

**** DIRECTOR ROGO SECONDED.**

****THE MOTION PASSED UNANIMOUSLY.**

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The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Thomas Errichetti

Board Treasurer

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