

BRIDGEPORT LIBRARY

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

WEDNESDAY, MAY 24, 2023, 6:00 PM
BURROUGHS BRANCH
925 BROAD STREET, BRIDGEPORT, CT

ATTENDANCE: James O'Donnell, Thomas Errichetti, Marcie Patton, Barbara Rogo, Denise Clemons, Jeanette Munoz-Allam.

ABSENT: Don Greenberg, William Kenya Osborne- Gant

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 6:09 p.m. There was a quorum present.

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- ** DIRECTOR ERRICHETTI MOVED THE MINUTES OF THE APRIL 19, 2023 MEETING.**
- ** DIRECTOR CLEMONS SECONDED.**
- ** THE MOTION TO APPROVE THE MINUTES OF THE APRIL 19, 2023 MEETING AS SUBMITTED PASSED WITH DIRECTOR ROGO ABSTAINING**

- ** DIRECTOR ERRICHETTI MOVED THE MINUTES OF THE APRIL 22, 2023 MEETING.**
- ** DIRECTOR O'DONNELL SECONDED.**
- ** THE MOTION TO APPROVE THE MINUTES OF THE APRIL 22, 2023 MEETING AS SUBMITTED PASSED WITH DIRECTORS ROGA, PATTON AND CLEMONS ABSTAINING**

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

Director Errichetti reviewed the monthly vouchers totaling \$44,797.17 with the Board Members.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE PAYMENT OF VOUCHERS FOR THE SUM OF \$44,797.17.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti then reviewed the payroll variance report with the Board Members.

UNFINISHED BUSINESS

❖ Status/Action re City Council review of Board Appointments

Director O'Donnell said background checks on the potential Board Appointments were moving forward. There was discussion as to process once background checks are complete based upon changes in City Administration. City Librarian Braithwaite indicated that she was told to contact the chairperson of the Ethics Committee regarding next steps.

❖ Status/Action re review of Library Hours of Operation

There was a discussion of current library hours noting that only two locations are currently open on Thursday mornings, City Librarian Braithwaite was directed to see if each branch could add one additional morning to its schedule with current staffing, or inform the Board what additional staff would be needed to accomplish the goal.

An overall staffing plan for the system remains an open item to be completed as part of the chart of organization.

. ❖ Status/Action re review of bilingual collection

The bi-lingual children's books discussed previously have been ordered and will be distributed system-wide.

CORRESPONDENCE AND COMMUNICATIONS

Correspondence was received from St John's Episcopal Church regarding their upcoming anniversary. The Library will participate in the celebration in some manner.

CITY LIBRARIAN REPORT

The Library was asked to participate in the unveiling of a new postage stamp to honor Toni Morrison at our East End Branch on May 23rd.

The Grand Opening of Beardsley Branch was held on April 22nd and was very well attended by elected officials and the general public.

The April 28th staff development day was very productive; staff was engaged in the discussions and thoughts and ideas regarding the strategic plan were discussed and will be compiled for Board consideration.

COMMITTEE REPORTS:

❖ Buildings

• Status/Action Reservoir Avenue Corridor location

The owner's representative was informed that the Library could not meet the owner's selling price of \$500,000 based upon our appraised values. The same was relayed to William Coleman of the City's Economic Development Office. Mr. Coleman was informed that the parcel is adequate for the desired size of the Library considered for that area if the City determined it would prefer the Library located there instead of Reservoir Avenue farm property.

• Status/Action re East Side Branch Phase II project

The exterior design has approved by the Board has been passed along to Antinozzi. Antinozzi will develop the drawings needed so the construction can be put out to bid.

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

All requested paperwork has been filed with UI and we are waiting for UI to approve the interconnection so installation can proceed. Ecosolar (the installer) has indicated UI has had turnover in the solar interface area which has greatly hindered the process.

- **Status/Action re Burroughs/Saden 1st Floor redesign**

The accordion door has been ordered and should ship within the next month. David Otero, Maintenance Manager, is working on soliciting bids for the construction of the wall.

- **Status/Action Black Rock Façade**
- **Status/Action Black Rock flooding issues**
- **Status/Action Black Rock carpeting/flooring**

The above items are somewhat related – the façade issues and basement flooding issues may be related to roof drainage issues and additional time is needed to determine what may be the issue.

Although it is desirable to replace the carpeting, it can be deferred until other system wide building maintenance issues are resolved.

- **Status/Action re report of David Otero re a facilities audit.**

We are testing the window to determine if there is any asbestos in the putty frames while getting the RFP ready to bid the window replacement project. We are also evaluating what HVAC is available to the stacks; there is duct work in the stacks but not sure if for heat, AC for both. A plan to cover the majority of the stack windows will also be developed to eliminate damaging sunlight on materials.

❖ **Finance**

- **Status/Action re 2023-2024 Budget**

The City Librarian has been directed to provide the Board approved budget to OPM for unloading into MUNIS for July 1, 2023 implementation to avoid line item transfers.

The discussion with the City Council Budget Committee was uneventful save for Council woman asking OPM and Finance why the collection rate is applied to develop the Library budget when it seems to conflict with statutory language. Although OPM and Finance indicated the Library agreed, we clarified that we have agreed to disagree but have not pursued a legal interpretation of the statute

- **Status/Action re State grant applications for windows and East Side**

The Bridgeport Library is eligible for two simultaneous grants – both grants for Newfield and Beardsley have been closed out and we are eligible for two grants. We also believe that East Side’s Phase II construction is eligible for \$1 million grant over and above the state grant funding, and up to \$500,000

of matching funds can be used for the Burroughs window replacement project. These choices now would require the library to defer applying for funding for the proposed Reservoir Avenue branch.

**** DIRECTOR ERRICHETTI MOVED TO APPLY FOR \$1 MILLION CONSTRUCTION GRANT FOR EAST SIDE BRANCH.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION TO APPROVE THE CONSTRUCTION GRANT FOR EAST SIDE PHASE II WAS PASSED UNANIMOUSLY**

**** DIRECTOR ERRICHETTI MOVED TO APPLY FOR \$500,000 GRANT FOR BURROUGHS WINDOW REPLACEMENT.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION TO APPROVE THE CONSTRUCTION GRANT FOR WINDOWS WAS APPROVED UNANIMOUSLY**

•Report on Auto Tax Legislation

There was recent discussion at the legislature to repeal the property tax on autos and replace it with a tax on auto insurance. This proposed legislation would have a negative effect on our budget; approximately \$1 million of our budget comes from the tax on autos. Based upon past experience we do not believe the City would keep the library whole if this revenue were not realized.

❖Governance (Nominations)

• Status/Action re staff review for new Strategic Plan/goals/objectives.

No action to be taken pending summary of ideas from the Staff Development Day.

•Review/Action Staff policy recommendations

No action taken at the current time.

• Status Report Director Search

A current director with an expiring term has indicated that they will be stepping down. A new Library Director needs to be identified in the near future.

❖Marketing Committee

• **Status/Action re Tru North Marketing Campaign**

The Board will meet some time before the June 2023 Board meeting to solidify the first steps being asked of Tru North to begin our marketing strategy.

❖ **Personnel**

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

The IT position has been filled. The tables of organization/job description remains open pending a better assessment of staffing needs based upon Strategic Plan; want to be sure we hire staff to meet strategic plan and not status quo.

REPORT OF FRIENDS OF THE LIBRARY

Suzanne Solensky has accepted the Friends offer to direct our Literacy Volunteer program as a Consultant. Other City wide literacy initiatives will also be explored (i.e. some role previously done by the School Volunteer Association.) Suzanne will phase into the position and begin July 1 in earnest.

NEW BUSINESS

❖ **Mary Witkowski Exhibit Space**

Mary Witkowski, a long time library employee and City Historian recently passed away. Although Mary was not native to Bridgeport, she had extensive knowledge of Bridgeport and was a fountain of information to all who came to the Bridgeport History Center for information.

The Board wishes to recognize Mary by naming the 3rd Floor Exhibit Space at Burroughs Saden as the “Mary Witkowski Exhibit Space” – which regularly features historic exhibits about Bridgeport.

**** DIRECTOR ERRICHETTI MOVED TO NAME THE 3RD FLOOR HALLWAY AS THE “MARY WITKOWSKI EXHIBIT SPACE”.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

❖ **Civic Literacy Program**

Director O'Donnell asked if the Library could develop a Civic Literacy Program. The Board agreed this program should be explored given that libraries are charged with encouraging patrons to register to vote. City Librarian will develop a program for Board review.

❖ Student Booklet Display

Recently several Bridgeport Schools participated in a Book writing program based upon their interpretation of various music selections. It has been suggested that students present their works (display and/or read at various library locations. The Board agreed this would be a great library program and asked City Librarian Braithwaite to pursue with the assistance of Director Rago.

❖ June Annual Meeting Election of Directors and Officers

Annual election of officers and election of three directors will occur at the June 2023 meeting. Directors Clemons and Allam have agreed to stay on the Board for another term; Director Greenberg has indicated he will be stepping off the Board.

The June Board meeting is scheduled for June 14, 2023.

ADJOURNMENT

- ** DIRECTOR ERRICHETTI MOVED TO ADJOURN.**
- ** DIRECTOR PATTON SECONDED.**
- ** THE MOTION TO ADJOURN PASSED UNANIMOUSLY.**

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

T. R Errichetti, Board Treasurer