

BRIDGEPORT LIBRARY

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

WEDNESDAY, MAY 18, 2022

VIA ZOOM

IN ACCORDANCE WITH EXECUTIVE ORDER No. 7B, SECTION 1
ISSUED MARCH 14, 2020

ATTENDANCE: James O'Donnell, President; Kenya Osborne-Gant; Denise Clemons, Assistant Secretary; Thomas Errichetti, Secretary/Treasurer; Donald Greenberg, Marcie Patton, Barbara Rogo

OTHERS: Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Sarah Santos, Administrative Assistant; Nykia Eaddy, Newfield Branch Manager

WELCOME, CALL TO ORDER & ADOPTION OF AGENDA

Director O'Donnell called the meeting to order at 6:01 p.m. He called the roll and announced there was a quorum.

**** DIRECTOR GREENBERG MOVED TO ADOPT THE AGENDA AS PRESENTED.
** DIRECTOR PATTON SECONDED.
** THE MOTION TO ADOPT THE AGENDA AS PRESENTED PASSED UNANIMOUSLY.**

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

**** DIRECTOR ERRICHETTI MOVED THE MINUTES OF THE PREVIOUS MEETING.
** DIRECTOR CLEMONS SECONDED.
** THE MOTION TO APPROVE THE MINUTES OF THE PREVIOUS MEETING PASSED WITH FOUR (4) IN FAVOR (OSBORNE-GANT, CLEMONS, ERRICHETTI AND ROGO) AND ONE (1) ABSTENTION (PATTON).**

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

Director Errichetti reviewed the Vouchers totaling \$3,064.28 with the Board Members.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE PAYMENT OF INVOICES FOR THE SUM OF \$3,068.28.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti then reviewed the line item transfers with the Board. He said the \$45,000 transfer from Salaries to Other Services was to cover the cost of the van purchase that was previously authorized.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE TRANSFER OF \$45,000 FROM THE SALARIES LINE ITEM TO THE OTHER SERVICES LINE ITEM.**

**** DIRECTOR OSBORNE-GANT SECONDED.**

The vehicle will be purchased through a State approved dealership.

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR ERRICHETTI MOVED TO \$35,000 FROM FULL TIME SALARIES TO THE EQUIPMENT LINE ITEM TO COVER COMPUTER EQUIPMENT ACQUISITION.**

**** DIRECTOR CLEMONS SECONDED.**

Ms. Braithwaite explained that the Library has to cover the initial cost and it will be reimbursed.

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti then reviewed the favorable Payroll variance with the Board Members. He said that he expects to have a favorable year-end balance of approximately \$500,000.

**** DIRECTOR CLEMONS MOVED TO APPROVE THE TREASURER'S REPORT AS PRESENTED.**

*** DIRECTOR PATTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

UNFINISHED BUSINESS

❖ **Status/Action re Grand Opening of the Newfield Branch and Plaque**

Director Errichetti said that the plaque had been installed in the appropriate location.

Director Clemons said that she had been working on the Grand Opening with Ms. Eaddy. She said that they would be holding a number of events over a few days because it would be at the same time as the Juneteenth Celebration. Director Clemons went on to list the variety of activities and events along with the associated costs.

**** DIRECTOR ERRICHETTI MOVED TO ALLOCATE AN AMOUNT NOT TO EXCEED \$3,500 FOR THE GRAND OPENING OF NEWFIELD BRANCH.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Ms. Eaddy joined the meeting at 6:11 p.m.

Ms. Eaddy explained that the African drum group needed to have 50% of the cost paid up front.

Director O'Donnell asked how many of the dignitaries would be making comments and suggested that they offer the community members a chance to speak about how much the library means to them.

Director Clemons said that she had reached out to the artist about explaining the artwork, but had not heard back.

❖ **Status/Action re retention of Architect for East Side Phase II**

Director Errichetti said that they had notified Antonozzi about the contract.

❖ **Status/Action re retention of Marketing Consultant**

Mr. Soltis said that he had met with the Purchasing Board and decided to table it because they wished to have the approval of the full Library Board in writing. It was decided to send it back the Board because there was an anomaly in the scoring. Discussion followed

**** DIRECTOR OSBORN-GANT MOVED TO APPROVE THE RATIFICATION OF THE ORIGINAL FINALIST AS CHOSEN BY THE SELECTION COMMITTEE REGARDING THE MARKETING CONSULTANT.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

❖ Status/Action re delivery of proposed MOU by City Attorney

There has been no response from the City Attorney's Office.

CORRESPONDENCE AND COMMUNICATIONS

There were no items to consider at this time.

CITY LIBRARIAN REPORT

❖ Presentation by staff

Ms. Braithwaite said that there was some unfinished business that had not been included on the agenda.

Ms. Braithwaite said that there was a third round for the Emergency Connectivity funding. She said that they had received \$7,147.00 in funding for hot spots and devices to lend out. These devices will be used for programs. She said she had hoped to obtain \$302,551.00 in funding for a Digital Navigator program. This would allow for supplying older residents with computers for online access.

The staff hiring continues, but there are still some significant gaps to be filled. The staff has been very excited about all of the promotions.

She said that she was invited to participate in a talk about the importance of local history on an April 30th event dedicated to women who were instrumental in securing the right to vote for women.

Many of the staff have the opportunity to attend conferences such as the American Library Conference either in person or virtually. This is bringing significant exposure for the Library.

Ms. Braithwaite said that one of the Black Rock Branch patrons had been amazed to discover that the Library offered hot spots.

COMMITTEE REPORTS:

❖ **Buildings**

• **Status/Action re construction of Upper East Side**

Director Errichetti said that there was a tour on Saturday and the building was in very good shape. He updated the Board Members on the details regarding the IT issues and security.

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

Director Errichetti has signed the contracts. The contract has been sent back to the Green Bank before it goes to the Mayor for signature.

• **Status/Action re Burroughs/Saden marketplace/teen center projects**

This project is currently on hold.

• **Status/Action re priority maintenance issues**

Director Errichetti said he would like David to prepare a list of maintenance issues. Director Osborn-Gant said that she thought they were receiving routine maintenance reports. Ms. Braithwaite said that she would let David know.

Director Rogo left the meeting at 6:45 p.m. A quorum was still present.

❖ **Finance**

• **Status/Action re adoption of 2022-2023 Budget**

Director Errichetti said that there was a proposed budget in the packet. It includes about \$700,000 of surplus for unreserved expenditures. The total proposed budget is \$9,928,669. Director O'Donnell gave a brief overview of the highlights.

**** DIRECTOR ERRICHETTI MOVED THE PROPOSED BUDGET OF \$9,928,669.00.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

• **Maintenance request re new van**

This was discussed previously.

❖ **Governance(Nominations)**

• **Status/Action re revision of comprehensive Policy Manual**

Director O'Donnell said that he did not have a chance to confirm which terms are expiring, but will contact the Directors about reappointments and the slate of officers. Anyone who has a nomination, please contact him.

• **Status Report on compliance with Strategic Plan**

There was no update at this time.

❖ **Personnel**

• **Status/Action re performance review of City Librarian**

Director Clemons said that they did not have a quorum at the last meeting. There was a discussion about the process. Director Clemons said that she was anticipating an Executive Session to discuss Ms. Braithwaite's feedback. Director O'Donnell suggested that the Board Members include this discussion in their Executive Session at the end of the meeting.

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

Ms. Braithwaite said that she had spoken with Mr. Amado about the IT position and what the Library needs.

❖ **Marketing Committee**

• **Status/Action re marketing plans**

This was discussed previously.

REPORT OF FRIENDS OF THE LIBRARY

Director Errichetti said that the garage was open and they are making an effort to sell books online. Discussion followed about installing a computer and clutter reduction.

NEW BUSINESS

• **Discussion of security incidents and establishment of metrics for review**

Director O'Donnell said that they streamline the incident process for security. He said that they were asking for the information. Ms. Braithwaite said that they do need security. Director O'Donnell agreed and said that the Board needs to be aware of incidents that take place so the Board can do its job.

- **Executive Session re: claims pursuant to CGS §1-200(6)(B)**

**** DIRECTOR CLEMONS MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THE FOLLOWING ITEMS WITH THE DIRECTORS AND MS. BRAITHWAITE:**

STATUS/ACTION RE PERFORMANCE REVIEW OF CITY LIBRARIAN AND CLAIMS PURSUANT TO CGS §1-200(6)(B)

**** DIRECTOR ERRICHETTI SECONDED.**

The Board of Directors and Ms. Braithwaite entered into executive session at 7:05 p.m. They returned to public session at 7:38 p.m. No actions were taken or motions made during Executive Session.

ADJOURNMENT

**** DIRECTOR GREENBERG MOVED TO ADJOURN.
** DIRECTOR CLEMONS SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:39 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services