

Bridgeport Library
Board of Directors
Regular Meeting
Wednesday, June 12, 2024

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

STAFF: Elaine Braithwaite, City Librarian; Laura Matthews, Assistant City Librarian and Sara Santos, Administrative Assistant

OTHER:

CALL TO ORDER

President O'Donnell called the meeting to order at 7:03 p.m. A quorum was present at the time of the roll call and throughout the meeting.

APPROVAL OF AGENDA

President O'Donnell explained the conflict of the regularly scheduled June meeting with the Juneteenth Holiday and the need to designate this meeting in its place as the Annual Meeting in accordance with By-Laws Section 4.2

**** DIRECTOR CLEMONS MOTIONED TO ADOPT THE AGENDA AS POSTED AND TO DESIGNATE THIS SPECIAL MEETING AS THE ANNUAL MEETING.**

****DIRECTOR PATTON SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

**** DIRECTOR ERRICHETTI MOTIONED TO APPROVE THE MAY 15, 2024 MEETING WITH CORRECTIONS.**

****DIRECTOR ROGO SECONDED THE MOTION.**

****THE MOTION PASSED WITH AN ABSTENTION FROM DIRECTOR CLEMONS.**

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

****DIRECTOR ERRICHETTI MOTIONED TO APPROVE THE VOUCHERS TOTALING \$55,807.86, WITH \$51,782.86 PAID FROM TAX-LEVY FUNDS AND \$4,025.00 PAID FROM NON-LEVY FUNDS AS ATTACHED.**

****DIRECTOR ROGO SECONDED THE MOTION.**

****THE MOTION PASSED WITH AN ABSTENTION FROM DIRECTOR CLEMONS.**

There were no Line Transfers.

UNFINISHED BUSINESS

- **Status/Action re: Library Programming with Klein**

Director Errichetti stated that the ticket distribution was low for the Juneteenth Performance by Kimberly Wilson at the Klein Memorial Auditorium scheduled for June 20, 2024 at 6:00 p.m. More promotion of the event will be done on Saturday, June 15, 2024 at the Juneteenth Parade and in the community prior to the event. There was discussion regarding publicizing events on a larger scale in the community.

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

Ms. Braithwaite stated that she had contacted Mr. Eric Amado in Labor Relations and was awaiting the MOU regarding the Library Hours of Operation. President O'Donnell requested that he is copied on additional correspondence between Ms. Braithwaite and Mr. Amado. There is a recommendation that this should be completed to implement a September 1, 2024 start date for new hours.

- **Status/Action re: Social Work Assignment and Volunteer Opportunities**

Ms. Braithwaite reported that the Social Worker, Nellie Rivera, began at the Burroughs Library on June 10, 2024. The Board was not informed and there was discussion inquiring if a MOU had been developed for this arrangement. It was recommended that a MOU be developed and duties associated with the Social Worker should be established. Dr. Rodriguez, Director of the City's Department of Health and Social Services, and Ms. Rivera, Social Worker, will be invited to the July 10, 2024 Personnel Committee Meeting to discuss this "pilot program".

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

Directors Clemons and Turner stated that on June 12, 2024, they were approved by the Ethics Commission. They will be awaiting further communication regarding the presentation to the City Council. Ms. Braithwaite stated that Directors Allam and Bormeio had completed their Background Checks and were awaiting their scheduled meeting with the Ethics Commission. Directors Errichetti, Patton and Rogo need to complete the Application and Background Checks. President O'Donnell stated

that he will contact Mr. Andy Toledo to request that their appointments occur at the same time as Directors Allam and Borneo at the next Ethics Commission Meeting.

- **Status/Report re: MOU with City Attorney Office**

President O'Donnell stated that this is still pending.

- **Status and implementation of new Library App**

Ms. Braithwaite stated that 25 people have downloaded the App and there are still some details that have need to be completed.

Correspondence and Communications

President O'Donnell shared that communication has been received by Ms. Braithwaite today from Mr. Weber from Fairfield University regarding borrowing the painting by Robert Lynn Lambdin at Burroughs for a display that the University is doing on American Flags. Although the consensus was to approve the loan in principle, more details regarding the term of the loan, transportation and insurance are needed. Ms. Braithwaite will seek clarification from Mr. Weber to be presented at the July 17, 2024 Library Board Meeting for consideration.

City Librarian Report

- **Presentation by City Librarian**

East Side Branch Renovation Phase 2 – Ms. Braithwaite stated that the paperwork for this project had not been completed. She stated that the approved April 17, 2024 Board Minutes are needed for submittal to illustrate Board approval of the Project. Director Errichetti stated that the Motion and Approval by the Board should have been submitted and not the Minutes. Due to Ms. Clemons' hospitalization, the April Minutes should not have impacted the submittal of paperwork for this project. Director Clemons stated that she anticipates completing the corrections to the April 17, 2024 Minutes by June 21, 2024.

**** DIRECTOR CLEMONS MOTIONED TO APPROVE THE CLOSING OF THE EAST SIDE BRANCH TO THE PUBLIC ON OR AFTER JUNE 24, 2024 FOR CONSTRUCTION PURPOSES.**

****DIRECTOR ERRICHETTI SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

Signage regarding the closure will be posted in English, Spanish and Creole to alert the public of the scheduled closure. It is anticipated that the Branch will be closed for approximately six months.

Ms. Braithwaite participated in the Regional Digital Navigators interview process. A member from the Bridgeport community was selected for one of the positions. This individual "is a native Arabic speaker". The Library has also been invited to a program on June 21, 2024 at Seaside Park sponsored by the CT Institute for Immigrant and Refugees.

True North will meet with the staff to address any questions regarding the Brand House. Concepts and questionnaires will be sent to the Board of Directors prior to the July 17, 2024 Board Meeting for any input from the Board. There will be a Marketing Committee Meeting held on July 17, 2024 at 5:30 p.m. prior to the Regular Board Meeting.

There is a collaboration with the Friends of the Library to enhance the Summer Reading Program that begins on June 21, 2024. The program is entitled “1,000 Books Before Kindergarten”. President O’Donnell stated that the library book that was distributed during the Black Rock Parade was well selected and colorful.

- **Review of Monthly Statistics**

Ms. Matthews shared, reviewed and responded to the July 2023 – June 2024 Database Statistics, Circulation and Use Statistics; along with Branch and Incident Statistics for May 2024. Ms. Matthews stated that the Annual Report to the State Library Board will be shared with the Board of Directors.

- **Presentation by Staff**

No Presentation.

Committee Reports

Building

- **Status/Action re: East Side Branch Phase II project**

Director Errichetti stated that the City Attorney has the contract with Bismark. Ms. Braithwaite stated that the Antinozzi invoices have been frozen. She said that she was told it was due to the fact that the contract had expired. Director Errichetti stated that the contract was extended and it will be reviewed.

- **Status/Action re: Solar Projects for Burroughs/Saden and North**

Director Errichetti stated the solar panels at Burroughs are awaiting connection from the United Illuminating Company. The roof replacement at North has been designed and placed out to bid.

- **Status/Action re: Burroughs/Saden 1st floor Changes and Acoustics**

Director Errichetti stated that Director Osborne-Gant and he had met with the artist regarding the design. The designs will be shared at the July 17, 2024 Board Meeting.

- **Status/Action re: Report of David Otero Regarding Other Facility Issues**

Director Errichetti stated that Mr. Otero’s report is included in the packet. The outside aesthetics at Black Rock need to be cleaned. Since the Branches are designated Cooling Centers, some HVAC issues will also be addressed.

Finance

- **Review of MUNIS Incorporation of 2024-25 Budget**

No Report.

Governance

- **Status/Action re: Staff Referral of Policy Revisions**

No Report.

- **Status/Action re: Adoption of Consent Agenda Process**

The Consent Agenda is still in process. Input is needed by the July 17, 2024 Board Meeting from the staff to establish the Consent Calendar.

Marketing

- **Status/Action re: Meetings with True North Campaign Strategies**

This was shared within the City Librarian's Report.

Personnel

- **Status/Action re: Table of Organization/Job Descriptions**

Director Clemons stated that this will be continued at the July 10, 2024 Personnel Committee Meeting.

- **Status/Action re: Design of City Librarian evaluation and metrics**

Director Clemons asked Ms. Braithwaite if she will submit her self evaluation at the July 10, 2024 or August 14, 2024 Personnel Committee Meeting. Ms. Braithwaite stated that she will submit her Self Evaluation at the August Personnel Committee Meeting.

Report of Friends of the Library

Director Errichetti stated that 300 books were donated for distribution at the Black Rock Parade and 300 books will be donated for distribution at the Juneteenth Parade on June 15, 2024.

New Business

- **Election of Directors for 2027, Directors Errichetti, Patton and Rogo**

****DIRECTOR CLEMONS MOTIONED TO NOMINATE DIRECTORS ERRICHETTI, PATTON AND ROGO AS DIRECTORS FOR THE TERM ENDING JUNE 30, 2027.**

****DIRECTOR OSBORNE-GANT SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

****DIRECTOR CLEMONS MOTIONED TO CLOSE NOMINATIONS.**

****DIRECTOR OSBORNE-GANT SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

****DIRECTOR OSBORNE-GANT MOTIONED TO ELECT DIRECTORS ERRICHETTI, PATTON AND ROGO.**

****DIRECTOR CLEMONS SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

- **Election of Officers for 2024-2025**

****DIRECTOR ERRICHETTI MOTIONED TO NOMINATE THE 2023-2024 SLATE OF OFFICERS FOR 2024-2025.**

****DIRECTOR CLEMONS SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

****DIRECTOR CLEMONS MOTIONED TO CLOSE NOMINATIONS.**

****DIRECTOR OSBORNE-GANT SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

****DIRECTOR OSBORNE-GANT MOTIONED TO ELECT DIRECTOR O'DONNELL PRESIDENT, DIRECTOR OSBORNE-GANT VICE-PRESIDENT, DIRECTOR ERRICHETTI TREASURER AND DIRECTOR CLEMONS SECRETARY.**

****DIRECTOR CLEMONS SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

- **Submission of preferences for Committee Assignments**

Director O'Donnell requested that each Director email him their preference for Committee Assignments.

Adjournment

****DIRECTOR CLEMONS MOTIONED TO ADJOURN.**

****DIRECTOR PATTON SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:23 p.m.

Respectfully submitted,

Denise L. Clemons,
Secretary

Bridgeport Library
Board of Directors
Regular Meeting
June 12, 2024