

# BRIDGEPORT LIBRARY

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

WEDNESDAY, JUNE 15, 2022  
AT BURROUGHS/SADEN MAIN LIBRARY

**ATTENDANCE:** James O'Donnell, President; Thomas Errichetti, Secretary/Treasurer;  
Donald Greenberg, Marcie Patton, Barbara Rogo; Jeanette Munoz-Allam

**OTHERS:** Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City  
Librarian; Sara Santos, Administrative Assistant

## WELCOME, CALL TO ORDER & ADOPTION OF AGENDA

Director O'Donnell called the meeting to order at 6:00 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 ROGO MOVED THE MINUTES OF THE MAY 18, 2022 MEETING.  
\*\* DIRECTOR ERRICHETTI CLEMONS SECONDED.  
\*\* THE MOTION TO APPROVE THE MINUTES OF THE MAY 18, 2022 MEETING  
PASSED UNANIMOUSLY.**

**\*\* DIRECTOR ERRICHETTI MOVED THE MINUTES OF THE JUNE 2, 2022  
SPECIAL MEETING.  
\*\* DIRECTOR GREENBERG SECONDED.  
\*\* THE MOTION TO APPROVE THE MINUTES OF THE JUNE 2, 2022 SPECIAL  
MEETING PASSED UNANIMOUSLY.**

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

Director Errichetti reviewed the Vouchers totaling \$1,304,622.50 with the Board Members.

**\*\* DIRECTOR PATTON MOVED TO APPROVE THE PAYMENT OF INVOICES FOR THE SUM OF \$1,304,622.50.**

**\*\* DIRECTOR GREENBERG SECONDED.**

**\*\* 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 over \$500,000.

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

**\* DIRECTOR GREENBERG SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**UNFINISHED BUSINESS**

**❖ Status/Action re Ribbon Cutting and other Grand Opening Events for the Newfield Branch.**

Ms. Braithwaite gave the Board Members an overview of the event schedule.

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

Director O'Donnell said that he had received a response from the City Attorney's Office. Interim City Attorney Anastasi said he would be sending over a draft to Director O'Donnell in the next day or so.

**❖ Status/Action re conversion to pdf use of iPad for Board documents and use**

It was stated that only 3 iPad can be ordered at one time, so there are currently only six iPads available for Board use.

Director Munoz-Allam joined the meeting at 6:12 p.m.

## CORRESPONDENCE AND COMMUNICATIONS

There were no items to consider at this time.

### CITY LIBRARIAN REPORT

#### ❖ **Presentation by staff**

Ms. Braithwaite said the City would be holding an "active shooter" training for the staff and training for the safety measures that can be taken.

She went on to present her report. A discussion followed about the Digital Navigator program followed.

Ms. Braithwaite said that there was a new retirement letter submitted to her earlier in the day. She said that. Her vision for Burroughs was that the library manager would focus on reaching out to the downtown community. Mr. Soltis said that it would be important to cast a wide net for this position.

Ms. Braithwaite said that there had been a recent out of town visitor who had requested to see the porcelain, but Ms. Braithwaite discovered that the finding aides did not match. During the following discussion, it was discovered that when the cases were re-assembled, they no longer matched the finding aids. The brochure will need be updated. Director Errichetti noted that the cases were not alarmed.

The discussion moved to the recent shifting of the staff members to different libraries. Ms. Braithwaite said she had not known about one of the retirements prior to it being announced. She added that there were some staff members who were looking for opportunities to grow. Director Errichetti said that these changes were good.

### COMMITTEE REPORTS:

#### ❖ **Buildings**

##### • **Status/Action re report of David Otero re facility audit**

Director O'Donnell said that Mr. Otero had submitted a fairly extensive report. Ms. Braithwaite gave a brief overview of the report and noted that there were items that would need future attention. Discussion followed about the security cameras, the façade at Black Rock, fencing off an old entryway staircase and carpeting. It was noted that the elevator was greatly improved. Discussion followed. Director Errichetti said that all of the projects that were listed on the report were doable.

- **Status/Action re FFE and opening of Beardsley Branch**

Director Errichetti reviewed the details regarding Beardsley. He asked for clarification on the timeline for the furniture. Ms. Braithwaite said that it appeared to be August and reviewed the details with the Board. The items are coming from various vendors.

- **Status/Action re Construction Manager RFQ for East Side**

Director Errichetti asked if the scores had been completed for the Construction Manager. Ms. Braithwaite said that she had received them but not yet tabulated them. Discussion followed.

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

Director Errichetti said that he had filed a six month extension with U.I. because he was still waiting on a signature.

- **Status/Action re Burroughs/Saden windows /marketplace/teen center projects**

Director Errichetti said that he had spoken with Mr. Otero about splitting the room and thought that they would have to do an RFQ. In order to obtain a matching State grant for the windows, the Library would have to file the application by June 30th. He said that he had completed the form. Ms. Braithwaite said that she had receive the form. Director Errichetti said that this was just a notice of intent, but the Library cannot apply for the funding unless they close out Newfield or Beardsley. Most of the Newfield issues should be under control.

Director Errichetti said that Newfield was supposed to have window shades but they had been not been done. He described the shades that were right in place at another library.

- **Status/Action re report on Building Security and incident report**

❖ **Finance**

- **Status/Action re adoption of 2022-2023 Budget and MUNIS correlation**

Director Errichetti said that the Board had approved a budget and asked Ms. Santos if she had submitted it to the City. She said she would be submitting it to the City,

Director Errichetti said he would like to add an item under Finance. He explained that Mr. Soltis had provided him with some of the results from amnesty program. The Library has received approximately \$61,000 of materials back from patrons. This number is based on what it would cost to replace the item. He said he had been surprised by the amount of video material that had been returned. Amnesty will end on June 30th. Director Errichetti said he was in favor of the \$9.25 plan, which would cover about the first 90 days of overdue fines. 925 is the street number for Burroughs. Discussion followed.

**\*\* DIRECTOR GREENBERG MOVED TO EXTEND THE AMNESTY PERIOD TO SEPTEMBER 30, 2022.**

**\*\* DIRECTOR MUNOZ ALLAM SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

❖ **Buildings – CONT'D**

• **Status/Action re report on Building Security and incident report**

Director Errichetti said he had concerns about security in the libraries because of the recent mass shootings. He felt that the current security measures were not enough because there are individuals coming into the library with mental health issues and a Security Guard is not equipped to deal with them. He noted that what appears to be a safety issue may actually be a social services issue. This can escalate the incident.

Director O'Donnell said that this could be homework for the Governance Committee. He reminded everyone that they had accomplished a lot in terms of the facilities. However this issued needs to be discussed.

❖ **Governance(Nominations)**

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

Director O'Donnell said had sent off the revisions to Ron and had received them back with some questions about the details.

**\*\* DIRECTOR GREENBERG MOVED TO APPROVE THE PROFESSIONAL SERVICE AGREEMENT AND AUTHORIZE THE CITY LIBRARIAN OR THEIR DESIGNEE TO EXECUTE IT.**

**\*\* DIRECTOR ERRICHETTI SECONDED.**

Director Errichetti explained that the contract has to be signed before they can allocate the money. The funding is included in the budget. He said that they need an invoice from True North and the P.O. will be matched up when it is presented after July 1st.

It was noted that the item should include the office instead of the individual's names.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

- **Status Report re evolution to the new Strategic Plan**

There was no report at this time.

❖ **Personnel**

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

There was no report at this time.

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

❖ **Marketing Committee**

- **Status/Action re retention of True North as marketing firm/consultation**

This item was discussed earlier.

**REPORT OF FRIENDS OF THE LIBRARY**

Director Errichetti said that due to illness and other factors, the Friends have transformed into an on line book sales outlet. They were established before the Library had received the mill rate funding. At this time, there is no new blood interested in the group. However, they do have a 501(c)3 certificate. He mentioned possibly turning over these designation to the Literacy Volunteers or creating a foundation.

Director Munoz-Allam said that if the Friends fail the public support test for three years and then the 501(c)3 would automatically convert to a foundation. Discussion followed.

**NEW BUSINESS**

❖ **Election of Directors and Officers**

Director O'Donnell stated that he along with Judge Holden, and Director Osborne-Gant had terms that were expiring.

**\*\* DIRECTOR GREENBERG MOVED TO HAVE THE SECRETARY CAST THE VOTE FOR REAPPOINTING THE FOLLOWING BOARD MEMBERS:**

**JAMES O'DONNELL  
HONORABLE WILLIAM HOLDEN  
KENYA OSBORNE-GANT**

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

Director O'Donnell said he would notify the City Clerk. He state that the current office holders had indicated they were willing to continue on in their positions.

**\*\* DIRECTOR ROGO MOVED TO CLOSE THE NOMINATIONS.  
\*\* DIRECTOR PATTON SECONDED.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

**\*\* DIRECTOR ROGO MOVED TO HAVE THE SECRETARY CAST THE VOTE FOR REAPPOINTING THE BOARD MEMBERS TO THEIR CURRENT OFFICES.**

**JAMES O'DONNELL, PRESIDENT  
KENYA OSBORNE-GANT, VICE PRESIDENT  
THOMAS ERRICHETTI, SECRETARY/TREASURER  
DENISE CLEMONS, ASSISTANT SECRETARY**

**\*\* DIRECTOR GREENBERG SECONDED.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

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

**\*\* DIRECTOR ERRICHETTI 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 PATTON SECONDED.**

The Board of Directors, Ms. Braithwaite, Mr. Soltis, and Ms. Santos entered into Executive Session at 7:21 p.m. They returned to Public Session at 7:35 p.m. No actions were taken or motions made during Executive Session.

**ADJOURNMENT**

**\*\* DIRECTOR GREENBERG MOVED TO ADJOURN.**

**\*\* DIRECTOR ROGO SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:36 p.m.

Respectfully submitted,

S. L. Soltes  
Telesco Secretarial Services