

# BRIDGEPORT LIBRARY

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

WEDNESDAY, JUNE 21, 2023  
BURROUGHS BRANCH  
925 BROAD STREET, BRIDGEPORT, CT

**ATTENDANCE:** James O'Donnell, President; Kenya Osborne-Gant, Vice President;  
Thomas Errichetti, Treasurer; Donald Greenberg Jeanette Munoz Allam;  
Barbara Rogo

**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 6:00p.m. There was a quorum present.

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

## APPROVAL OF MINUTES OF PREVIOUS MEETINGS

• May 24, 2023

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE MINUTES OF THE MAY  
24, 2023 MEETING.**  
**\*\* DIRECTOR GREENBERG SECONDED.**  
**\*\* THE MOTION PASSED UNANIMOUSLY.**

• Zoom meeting

**\*\* DIRECTOR GREENBERG MOVED TO APPROVE THE MINUTES OF THE ZOOM  
MEETING.**  
**\*\* DIRECTOR ERRICHETTI SECONDED.**

Bridgeport Library  
Board of Directors  
Regular Meeting  
June 21, 2023

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

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

Director Errichetti reviewed details of the Tentative Fiscal Year 2024 Library Board vouchers totaling \$1,450,928.32 with the Board Members.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE TENTATIVE FISCAL YEAR 2024 LIBRARY BOARD VOUCHERS TOTALING \$1,450,928.32.**

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

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

Director Errichetti then reviewed the details for the Juneteenth events which totaled \$1,103.11 with the Board Members. The funds will be supplied from the General Fund account.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE VOUCHER PAYMENT OF \$1,103.11 FOR THE JUNETEENTH EVENT FROM THE GENERAL FUND.**

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

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

Director Errichetti then reviewed the details for the Antique 1909 Signage from the Harvey Hubbell Company which totaled \$1,000.00 with the Board Members. The funds will be supplied from the Non-Levy account.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE VOUCHER PAYMENT OF \$1,000.00 FOR THE ANTIQUE 1909 SIGNAGE FROM THE HARVEY HUBBELL COMPANY FROM THE NON-LEVY FUND.**

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

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

**UNFINISHED BUSINESS**

**❖ Status/Action re City Council review of Board Appointments**

There was a brief discussion regarding the City Council review of Board Appointments.

**❖ Status/Action re review of Library Hours of Operation**

Director Errichetti said that he would like to have one branch open from 10 a.m. to 8 p.m. Ms. Braithwaite said that all the libraries had at least 2 librarians on staff. Director Errichetti said that he would like to see all the branches open an additional 2 hours a week. Discussion followed. Director Rogo suggested that each branch would be open 12 to 8 and three days from 10-6. The goal is providing equalized service and revisiting the hours that the library is open.

Ms. Braithwaite said that since COVID, hiring has been a challenge. She said that they could start extending the hours at North. Director Munoz Allam said that it would be important to make the community aware that the library is open later. Director Rogo then listed a schedule that rotated the evening hours. Director Errichetti suggested that they have the library branches open on Monday nights. Ms. Braithwaite will review the information provided by Director's Rogo and Errichetti and come back to the Board with recommendations.

**❖ Status/Action re volunteer opportunities**

Director Errichetti asked what the volunteers were allowed to do in the libraries. Ms. Braithwaite said that volunteers are not doing a library function, but they could hold a program. Ms. Braithwaite said that the volunteers are usually on a branch basis. She said that there was a list of projects that volunteers can perform and she will send it to the Board Members.

**❖ Status/Action re Civic Liberty Voter Registration.**

Director O'Donnell said that the library has worked with the LWV in the past. Ms. Braithwaite said that if a patron is interested in registering to vote, there is a section for it on the application. However, she said that she was open to having a group like LWV come in to do a program.

**❖ Status/Action re Security and Risk Assessment.**

The Board reviewed the report and Director Errichetti requested that this item be a standing agenda item.

**CORRESPONDENCE AND COMMUNICATIONS**

There were no items to discuss at this time.

## CITY LIBRARIAN REPORT

### ❖ **Review of Monthly Report**

The staff reports were included in the Board information packet.

Director Errichetti asked what the goal was for the staff when they attend events. Ms. Braithwaite said that the staff wears t-shirts that identify them as Library staff and this allows them to sign residents up for library cards. At the Juneteenth program, they handed out a schedule of Juneteenth events. Discussion followed about a variety of different suggestions for outreach including the Barnum Parade.

### ❖ **Introduction of new staff**

Ms. Braithwaite said that they would be welcoming a new Assistant Librarian on Monday, June 26th.

## COMMITTEE REPORTS:

### ❖ **Buildings**

#### • **Status/Action re Reservoir Avenue Corridor location**

There was no new information on this item.

#### • **Status/Action re East Side Branch Phase II project**

There was no new information on this item.

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

The panels are scheduled to be installed at North in the coming week. The agreement for Burroughs installation is being updated and reviewed and should commence shortly.

#### • **Status/Action re Burroughs/Saden 1st Floor redesign and windows projects.**

David Otero is working with Purchasing to develop the Request for Proposal for this project.

- **Status/Action re Black Rock Façade, flooring and flooding issues.**

Director Errichetti said that there were multiple issues at Black Rock and one of the windows in the new section is rotting.

- **Status/Action re report of David Otero re other facility issues**

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

- ❖ **Finance**

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

No action required at this time.

- **Report on Auto Tax legislation**

Director Errichetti said that he was expecting a surplus for 2023-2024 due to decreases in salaries. He also spoke about what the impact would be on the library budget if the tax on autos was eliminated as considered in the legislature this past session. An elimination of the tax on autos would reduce the library budget by approximately \$1,000,000 based upon current auto assessment. As far as we are aware, Bridgeport is the only municipality with a budget based upon taxable property of the municipality.

- **Status/Action on State Grant applications for new windows and East Side.**

Ms. Braithwaite indicated that she submitted the two letters of intent for state grant funds for the Burroughs window replacement project and possible additional funds for East Side Phase II construction.

- ❖ **Governance**

- **Status/Action renew Strategic Plan/goals/objectives**

Director O'Donnell asked Ms. Braithwaite to send the Strategic plan to Director Clemons. Ms. Braithwaite said that she had already done so.

- **Status/Action re-staff policy recommendations**

There was no new information on this item.

- **Status Report re Director search**

Director Errichetti said that they had run an advertisement for Library Directors previously in the Connecticut Post and ask if staff can find a copy of the invoice/ad.

- ❖ **Marketing Committee**

- **Status/Action re True North Scope marketing campaign**

Director Munoz Allam said that they had a special meeting to review the documents and to consolidate this campaign into one general vision. The next event is to reconnect with the marketing group. The Marketing group are willing to come to the July Board Meeting.

- ❖ **Personnel**

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

There was no report at this time.

### **REPORT OF FRIENDS OF THE LIBRARY**

Ms. Suzanne Solenski has started working on literacy program. Director Errichetti said that Ms. O'Shea might like to go schools to promote library card registration.

A discussion followed about bringing in new people to the Friends.

### **NEW BUSINESS**

- ❖ **Library Programming collaboration with The Klein**

Director Errichetti said that he had scheduled a free concert event at the Klein that went well. He added that he said that he would like to develop a series of four events, one being the performer who had just presented, a second one with a Spanish group and a third for Chinese New Year.

Director Errichetti was looking for a motion to use some of the surplus funding up to \$2,500 per event to sponsor Library events at the Klein.

**\*\* DIRECTOR ERRICHETTI MOVED TO ALLOCATE \$2,500 PER EVENT FOR EVENTS TO BE HELD AT THE KLEIN OVER THE NEXT 12 MONTHS.**

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

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

**❖ Annual Meeting election of Directors and Officers**

Director O'Donnell noted that the Board has an obligation to elect officers in June. He stated that Director Munoz Allam, Director Rogo and Director Greenberg were up for re-appointment. Director Munoz Allam and Director Rogo are ready to continue to serve another term, but Director Greenberg will only serve until a replacement is found for his seat.

Director O'Donnell asked if there were any nominations for the position of Director. Hearing none, he then requested a motion for the absent secretary cast one ballot for the two directors who will be serving another term.

**\*\* DIRECTOR GREENBERG MOVED TO HAVE THE SECRETARY CAST ONE BALLOT FOR DIRECTOR MUNOZ ALLAM AND DIRECTOR ROGO WHO WILL BE SERVING ANOTHER TERM.**

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

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

Director O'Donnell then announced that the Secretary Pro-tem will be casting one ballot for Director Munoz Allam and Director Rogo.

Director O'Donnell stated that the floor was open for nominations for Board Officers. Each of the currently serving officers have indicated that they are willing to continue to serve in their respective positions. There were no nominations from the floor.

**\*\* DIRECTOR GREENBERG MOVED TO CLOSE NOMINATIONS.**

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

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

**\*\* DIRECTOR GREENBERG MOVED TO HAVE THE SECRETARY PRO-TEM CAST A BALLOT FOR THOSE OFFICERS WHO ARE CURRENTLY SERVING:**

**DIRECTOR JAMES O'DONNELL AS PRESIDENT  
DIRECTOR KENYA OSBORNE-GANT AS VICE PRESIDENT  
DIRECTOR THOMAS ERRICHETTI AS TREASURER  
AND DIRECTOR DENISE CLEMONS AS SECRETARY.**

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

Director O'Donnell encouraged all the Directors to consider potential nominees for the Library Board of Directors.

### **EXECUTIVE SESSION**

**\*\* DIRECTOR ERRICHETTI MOVED TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL MATTERS.**

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

The Board of Directors and Ms. Braithwaite entered into Executive Session to discuss personnel matters at 7:41 p.m. They returned to Public Session at 7:55 p.m. No actions were taken or motions made during Executive Session.

**\*\* DIRECTOR ERRICHETTI MOVED TO INCREASE CITY LIBRARIAN'S SALARY BY \$5,000 EFFECTIVE JULY 1, 2023.**

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

### **ADJOURNMENT**

**\*\* DIRECTOR GREENBERG MOVED TO ADJOURN.  
\*\* DIRECTOR OSBORNE GANT SECONDED.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

S. L. Soltes  
Telesco Secretarial Services

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