

BRIDGEPORT LIBRARY

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

WEDNESDAY, JULY 20, 2022

VIA ZOOM

ATTENDANCE: James O'Donnell, President; Kenya Osborne-Gant, Vice President; Thomas Errichetti, Secretary/Treasurer; Marcie Patton, Barbara Rogo Jeanette Munoz-Allam (6:07 pm.), Denise Clemons, Assistant Secretary (7:04 p.m.)

OTHERS: Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Sarah Santos, Administrative Assistant; Elizabeth Van Tuyl

WELCOME, CALL TO ORDER & ADOPTION OF AGENDA

Director O'Donnell called the meeting to order at 6:03 p.m. He called the roll and announced there was a quorum.

**** DIRECTOR ERRICHETTI 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 JUNE 15, 2022 MEETING.
** DIRECTOR PATTON SECONDED.
** THE MOTION TO APPROVE THE MINUTES OF THE JUNE 15, 2022 MEETING PASSED UNANIMOUSLY.**

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

Director Errichetti reviewed the Vouchers totaling \$52,575 with the Board Members. He noted that the Grass Roots Historians on Line 4 was a duplicate entry. He announced the correct total was \$49,575

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE PAYMENT OF INVOICES FOR THE SUM OF \$49,575.00.**

**** DIRECTOR PATTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Munoz-Allam joined the meeting at 6:07 p.m.

UNFINISHED BUSINESS

❖ Status/Action re retention of Construction Manager for East Side Branch Phase II.

Ms. Braithwaite explained that due to the ending of the fiscal year, she had not been able to move the East Side Branch Construction Manager selection forward.

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

Director O'Donnell said he was still waiting for the draft on the MOU. He said that the City Attorney and he were in general agreement that only Civil Service and OPM should have to sign on for hiring. Acting City Attorney Anastasi said that the City Attorney's Office was working on updating the process. Discussion followed.

❖ Status/Action re security incident and establishment of metrics for review.

Director Errichetti said that he had not received any information about security incidents. A discussion followed about having the staff use their personal cell phones for calling 9-1-1. Ms. Braithwaite said that she would prefer that staff use the library phones to call 9-1-1. Director Errichetti asked if the staff carry their personal cell phones on their persons while working. Ms. Braithwaite said she would prefer that the staff not carry or use their personal cell phones while working. Discussion followed about other security concerns including a used needle being put in the book drop. Director Errichetti requested that a trash can be placed near the problematic book drop.

CORRESPONDENCE AND COMMUNICATIONS

There were no items to consider at this time.

CITY LIBRARIAN REPORT

❖ Presentation by staff

Ms. Braithwaite said that the staff was working on compiling the yearly statistics and said that she would like to have it compiled into a yearly report. Director O'Donnell said that there was some disconnect between the date given in the Charter and the State Library date for the submission of the yearly financial report. Discussion followed.

Ms. Braithwaite said that she attended a workshop on evidence based decision making, which the library is already implementing

The Purchasing Department has announced that the purchasing threshold has been raised to \$2,500.

The information regarding the Emergency Schooling Funding has started to arrive. Ms. Braithwaite gave a brief overview about the Digital Navigator program.

Ms. Braithwaite said that the Digital Navigator app is separate and allows patrons to use library resources on their phones. This allows patrons to have access 24/7 and will also provide real time notifications. There is a more powerful version of the app that will be released in August. Current users will be automatically upgraded and new users will have a slight delay regarding availability.

Ms. Braithwaite said that there had been a vaccination clinic set up with Griffin Hospital. The State is encouraging the students to get Back To School vaccinations.

COMMITTEE REPORTS:

❖ Buildings

• Status/Action re Newfield Punchlist items and State Grant close out.

Director Errichetti said that he understood that Central Grants has sent in the paperwork and that there has been verbal confirmation that the paperwork had been received.

Director Errichetti said that according to David's Maintenance Report, the quilt case arrived with minor damage, and they are looking to install the quilt case on the 25th.

There is an issue with one of the rooftop units, which has been scheduled for repair. There leak at the front entrance, which is also being addressed. The study partitions have to be installed. A gate needed to be installed at the bottom of the stairs for Central Avenue. There are some other items that will be addressed also, so the building is functional. Any purchases from here on out have to do with the interior and not construction.

• Status/Action re approval of Architect contract for East Side Phase II

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE CONTRACT AS PRESENTED WITH ANTONOZZI DESIGN SERVICES FOR EAST SIDE PHASE II.
** DIRECTOR PATTON SECONDED.**

Director Osborne-Gant asked for confirmation regarding the details. Discussion followed.

**** THE MOTION PASSED UNANIMOUSLY.**

Director O'Donnell asked Director Errichetti for details regarding the design team. Director Errichetti asked the staff to give them input regarding where the elevator should be located

• Status/Action re Construction of Beardsley Branch

The keys have been turned over but the Certificate of Occupancy test failed. This is being addressed. The building is substantially completed. Ms. Braithwaite said that there needs to be a number of staffing issues, furniture moved in and other issues like the installation of a crosswalk to address.

• Review/Action re Plaque for Beardsley Branch

Director Errichetti said that he modeled the Beardsley Branch Plaque from the Newfield Branch and sent a draft of the wording to the Board Members. He suggested that it be brass. A brief discussion followed regarding the

**** DIRECTOR ERRICHETTI MOVED TO APPROVE A PLAQUE FOR THE BEARDSLEY BRANCH AS PRESENTED.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

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

Director Errichetti reported that the contracts have been signed and installation will begin sometime soon. This needs to be coordinating the installation with the staff.

- **Status/Action re Burroughs/Saden windows /marketplace/teen center Projects. No movement.**

No report at this time.

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

Director Errichetti reported that David has a good handle on the short term repairs. He gave a brief listing of recent repairs.

❖ **Finance**

- **Status/Action re implement of 2022-2023 Budget**

Director Errichetti said that there was a favorable payroll variance of \$600,000. [55:00] Total budget, page 2 of \$9.8 million.

Ms. Braithwaite asked that the Board Members to update their email addresses. Mr. Soltis said that he will coordinate this.

❖ **Governance (Nominations)**

- **Status/Action re Fine Forgiveness/Amnesty Policy**

Director O'Donnell said the recommendation of the Governance Committee was to adopt using the template provided by the Hartford Public Library as the template for Amnesty for the public regarding parameters for amnesty. This may be an interim policy pending the review of Marketing Plan. Discussion followed about the system that Hartford Library is currently using.

Director O'Donnell encouraged the Board to download the policy and review it. He noted that they may have to tweak the policy.

**** DIRECTOR O'DONNELL MOVED TO WAS TO ADOPT USING THE TEMPLATE PROVIDED BY THE HARTFORD PUBLIC LIBRARY AS THE TEMPLATE FOR FINE FORGIVENESS/AMNESTY POLICY REGARDING PARAMETERS FOR AMNESTY.**

**** DIRECTOR PATTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Soltis said that he had looked at the fines involved with items due over two months, which substantially changes the previous number. He explained that if an item valued at \$25.00 was two days late, it was included as a \$25.00 recovery rather than a .10¢ fine. Discussion followed.

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

Director O'Donnell said that they would be taking up the comprehensive Policy Manual in segments at the future Governance Committee meeting.

- **Status/Action re process for Board recruitment**

Director O'Donnell informed that Director Greenberg had indicated that he would not be renewing his reappointment when his term expires. Director O'Donnell encouraged everyone to think about increasing the diversity of the Board and suggest possible candidates.

- ❖ **Personnel**

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

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

Director Clemons said that they had a good Personnel meeting, but did not receive enough data to set a standard.

- ❖ **Marketing Committee**

- **Status/Action re marketing and approval of True North Scope of Work**

Director Munoz-Allam said that the Committee met and thought that it would be good to refresh memories regarding what the intention of the Marketing Firm. They hope to have a meeting on July 28th to further discuss more definitive guidelines on deliverables. Discussion followed on selecting a time acceptable to those who wish to attend.

REPORT OF FRIENDS OF THE LIBRARY

The garage is open and they are still selling books via the Internet.

NEW BUSINESS

- ❖ **Discussion re revision of Strategic Plan and establishing goal metrics**

Director O'Donnell said that the goal was to get the buildings open and available to the community. This will help in dove tailing with Marketing. There are 11,000 card holders in

Bridgeport and in 2007-08, they had a much higher percentage of resident card holders. He suggested a combined Committee meeting regarding this.

Director Errichetti asked if there was a new staff member who could review the strategic plan. Mr. Soltis said that he could suggest a staff member who would be a good candidate.

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

Director O'Donnell said that there did not appear to be the need for an Executive Session but also mentioned he had received a call from the contractor but had not been able to respond. He wished to have the Board Members be aware of this and would like to call the contractor back. Director Errichetti said that it would be good to have a witness on the call, also. Director Clemons said that she was willing to be the witness.

ADJOURNMENT

**** DIRECTOR CLEMONS MOVED TO ADJOURN.**

**** DIRECTOR ERRICHETTI SECONDED.**

Ms. Santos said that they still needed to have IT approval to order the iPads.

**** THE MOTION TO ADJOURN PASSED UNANIMOUSLY.**

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services