

# BRIDGEPORT LIBRARY

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

WEDNESDAY, AUGUST 23, 2023  
BURROUGHS BRANCH  
925 BROAD STREET, BRIDGEPORT, CT

**ATTENDANCE:** James O'Donnell, President; Thomas Errichetti, Treasurer; Denise Clemons, Donald Greenberg; Barbara Rogo

Marcie Patton (Via phone)

**OTHERS:** Elaine M. Braithwaite, City Librarian; Sarah Santos, Administrative Assistant; Laura Matthews, Assistant Librarian

## CALL TO ORDER

Director O'Donnell called the meeting to order at 6:04 p.m. A quorum was present.

## ADOPTION OF AGENDA

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

## APPROVAL OF MINUTES OF PREVIOUS MEETINGS

• May 24, 2023

- \*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE MINUTES OF THE JULY 19, 2023 MEETING.**
- \*\* DIRECTOR CLEMONS SECONDED.**
- \*\* THE MOTION TO APPROVE THE MINUTES OF THE JULY 19, 2023 MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

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

Director Errichetti reviewed details of the Tentative Library Board vouchers for August 23, 2023 totaling \$73,805.38 with the Board Members.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE TENTATIVE LIBRARY BOARD VOUCHERS FOR JULY 19, 2023 TOTALING \$73,805.38.**

**\*\* DIRECTOR CLEMONS SECONDED.**

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

Director Errichetti reviewed details of the August 23, 2023 Budget Transfer Request totaling \$5,000.00 from the Publications line item to the Water Utility line item with the Board Members.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE AUGUST 23, 2023 BUDGET TRANSFER REQUEST FOR \$5,000.00 FROM THE PUBLICATIONS LINE ITEM TO THE WATER UTILITY LINE ITEM.**

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

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

Director Errichetti reviewed details of the August 23, 2023 Budget Transfer Request totaling \$10,000.00 from the Publications line item to the Telephone Services line item.

**\*\* DIRECTOR CLEMONS MOVED TO APPROVE THE AUGUST 23, 2023 BUDGET TRANSFER REQUEST FOR \$10,000.00 FROM THE PUBLICATIONS LINE ITEM TO THE TELEPHONE SERVICES LINE ITEM.**

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

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

Director Errichetti reviewed details of the August 23, 2023 Budget Transfer Request totaling \$10,000.00 from the Publications line item to the Cleaning Supplies line item.

**\*\* DIRECTOR CLEMONS MOVED TO APPROVE THE AUGUST 23, 2023 BUDGET TRANSFER REQUEST FOR \$10,000.00 FROM THE PUBLICATIONS LINE ITEM TO THE CLEANING SUPPLIES LINE ITEM.**

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

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

Director Errichetti reviewed details of the August 23, 2023 Budget Transfer Request totaling \$25,000.00 from the Publications line item to the Library Furniture line item.

**\*\* DIRECTOR CLEMONS MOVED TO APPROVE THE AUGUST 23, 2023 BUDGET TRANSFER REQUEST FOR \$25,000.00 FROM THE PUBLICATIONS LINE ITEM TO THE LIBRARY FURNITURE LINE ITEM.**

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

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

Director Errichetti reviewed details of the August 23, 2023 Budget Transfer Request totaling \$30,000.00 from the Publications line item to the Other Services line item.

**\* DIRECTOR CLEMONS MOVED TO APPROVE THE AUGUST 23, 2023 BUDGET TRANSFER REQUEST FOR \$30,000.00 FROM THE PUBLICATIONS LINE ITEM TO THE OTHER SERVICES LINE ITEM.**

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

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

Director Errichetti reviewed details of the August 23, 2023 Payroll Variance Report.

**\*\* DIRECTOR CLEMONS MOVED TO APPROVE THE PAYROLL VARIANCE REPORT JULY 1, 2023 – JUNE 30, 2024 AS PRESENTED.**

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

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

### **UNFINISHED BUSINESS**

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

Director O'Donnell said that he had not been able to contact Ms. Hawkins about the Council Review of the Board appointments. Ms. Braithwaite said that she had two applications that she was holding.

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

Director Errichetti said that the tickets for the Orquesta Afinke Concert on September 29, 2023 have been printed and distributed to the various libraries. A discussion followed about having announcements on the local Spanish language station for the free concert.

#### **❖ Book Report collaboration with BOE–**

Ms. Matthews said that she and Paula had met with Misty about a Thursday Night Cafe program where the students could walk to the Library on September 28<sup>th</sup> and present their books.

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

Ms. Braithwaite said that they need to have some lead time for the public before changing location hours. Director Errichetti suggested that they implement the change in January 2024. Discussion followed about expanding location hours to accommodate new hours and existing programs. A tentative schedule was discussed.

The discussion moved to having a social worker at the library through a contract service. This individual would be available to help deal with difficult patrons.

❖ **Status/Action re volunteer opportunities**

Director Errichetti said that he had discovered a volunteer policy but it did not outline what kind of things that a volunteer could do. He asked for a list of six tasks that a volunteer could do for the next meeting.

**CORRESPONDENCE AND COMMUNICATIONS**

❖ **Fairfield Probate Court hearing re Saden Trust.**

Director O'Donnell said that Judge Saden had a single family home and there is a stipulation that the property could not be sold for less than \$750,000. Due to a number of issues, the property is in need of major repairs. He said Sacred Heart University has offered \$650,000. Director Errichetti said that he had written a letter to be submitted to probate court opposing the offer and that the Judge's wishes should be honored. Discussion followed about the details.

**\*\* DIRECTOR CLEMONS MOVED TO AUTHORIZE DIRECTOR ERRICHETTI ON BEHALF OF THE BOARD TO SUBMIT THE LETTER THAT HE HAS WRITTEN.**

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

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

Ms. Braithwaite will attend the court hearing on Tuesday.

**CITY LIBRARIAN REPORT**

❖ **Review of Monthly statistics**

Ms. Braithwaite presented her report, which was included in the information packet.

Director Clemons then spoke about a recent JV exhibit that she had seen in a Brooklyn library and how well it was received. Discussion followed about potentially having exhibits on various

Bridgeport sports figures. Director O'Donnell said that he had been working on possibly having author Walter Mosley come to speak about his work.

❖ **Presentation by staff**

Ms. Braithwaite reviewed the recent staffing changes with the Board.

*Director Rogo left the meeting at 7:04 p.m.*

**COMMITTEE REPORTS:**

❖ **Buildings**

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

There was no new information on this item.

Director Errichetti said that Council Member Rosalina Roman-Christy will not be running for her Council seat again. However, she would like to be kept informed about the project's progress.

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

Director Errichetti said the solar panels are up on the roof, but a leak in the roof was discovered at North. They are waiting on paperwork at Burroughs.

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

Director Errichetti said we are awaiting a 3<sup>rd</sup> bid for the first floor renovation but is expected to be approximately \$25,000.00. The RFP for the Burroughs's window replacement project should be issued shortly.

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

Repairs at Black Rock need to be prioritized. Water seepage occurred during the recent storm and there is the ongoing concern about mold. Maintenance Manager indicated that drywall water damage is immediately addressed to mitigate that concern. There is water damage at the front façade of the building and along the top of the building, as well as some windows in the rear of the building.

A comprehensive evaluation of the building needs to be done.

- **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.

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

The Board then reviewed the updated floor plan. Director Errichetti indicated where the changes had been made. Director Errichetti indicated where the tiled flooring would be on the second floor. Ms. Braithwaite said that she felt the changes provided more space in the Children's Area.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE UPDATED FLOOR PLANS AND PROPOSED FINISHES.**

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

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

- ❖ **Finance**

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

Director Errichetti provided a brief overview indicating it was too early in the budget year to evaluate if there were any issues.

- ❖ **Governance**

- **Status/Action restaff policy recommendations and strategic plan**

Director O'Donnell said that the Committee needs to discuss the items with staff including the strategic plan. The vacancy still needs to be filled. He said they need another person who is unaffiliated or a Working Party member or Republican member to fill the seat.

- **Status Report re Director search/approve notice /re-set dates**

A brief discussion followed about extending the deadline to September 30th for applications for a new Director.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE NOTICE AND EXTEND THE DEADLINE TO SEPTEMBER 30TH FOR APPLICATIONS FOR A NEW DIRECTOR.**

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

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

❖ **Marketing.**

- **Status regarding the marketing campaign.**

Ms. Braithwaite said that she would like to move forward with the marketing plan.

❖ **Personnel**

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

There was no report at this time.

**REPORT OF FRIENDS OF THE LIBRARY**

Director Clemons said that she had spoken with Lillian at the Westport Library and Lillian is willing to help out.

**NEW BUSINESS**

❖ **Appointment of Committee assignments**

Director O'Donnell said that there had been no requests for changes for the Committee assignments.

❖ **Recommit current strategic plan and adopt it through 2025**

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE CURRENT PLAN THROUGH DECEMBER 31, 2025.**

**\*\* DIRECTOR CLEMONS SECONDED.**

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

❖ **Approve allocations of library fund surplus for construction needs.**

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE ALLOCATION OF \$1 MILLION DOLLARS FROM THE LIBRARY FUND SURPLUS AS THE MATCHING FUNDS FOR EAST SIDE PHASE II CONSTRUCTION.**

**\*\* DIRECTOR CLEMONS SECONDED.**

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

❖ **Ratify resolution to submit State Grant for East Side Phase II Construction**

**\*\* DIRECTOR ERRICHETTI MOVED TO HAVE THE BOARD AUTHORIZE THE EAST SIDE CONSTRUCTION GRANT APPLICATION AND DIRECTS THE CHAIR TO SIGN ANY REQUISITE DOCUMENTS AS NEEDED.**

**\*\* DIRECTOR CLEMONS SECONDED.**

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

**ADJOURNMENT**

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

**\*\* DIRECTOR CLEMONS SECONDED.**

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

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

S. L. Soltes

Telesco Secretarial Services