

BRIDGEPORT LIBRARY

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

WEDNESDAY, SEPTEMBER 20, 2023
BURROUGHS BRANCH
925 BROAD STREET, BRIDGEPORT, CT

ATTENDANCE: James O'Donnell, President; Kenya Osborne-Gant, Vice President; Thomas Errichetti, Treasurer; Donald Greenberg; Barbara Rogo
Denise Clemons (6:15 p.m.)

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 6:01 p.m. A quorum was present.

ADOPTION OF AGENDA

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

ECONOMIC DEVELOPMENT MEETING RE EAST SIDE GRANT

Director Errichetti gave a brief overview of the recent ECDE meeting regarding the State Library Grant for East Side Phase II and the following Council meeting. The application was approved by the City Council.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

• **August 23, 2023**

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE MINUTES OF THE AUGUST 23, 2023 MEETING.**
**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF THE AUGUST 23, 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 September 20, 2023 totaling \$63,824.60 with the Board Members. He noted that the \$10,810.00 line item for the East Branch CO engineering services will be paid from bonded funds, not City funds. The correct amount from City Funds is \$53,014.60.

**** DIRECTOR GREENBERG MOVED TO AMEND THE TENTATIVE LIBRARY BOARD VOUCHERS FOR SEPTEMBER 20, 2023 BY REMOVING THE \$10,810.00 LINE ITEM FOR THE EAST BRANCH ENGINEERING SERVICES FOR A NEW TOTAL OF \$53,014.60.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR GREENBERG MOVED TO APPROVE THE TENTATIVE LIBRARY BOARD VOUCHERS FOR SEPTEMBER 20, 2023 WITH A NEW TOTAL OF \$53,014.60 AND APPROVE EAST SIDE LIBRARY CHANGE ORDER OF \$10,810.00 FOR STRUCTURAL ENGINEERING SERVICES.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE SEPTEMBER 20, 2023 BUDGET TRANSFER REQUEST FOR \$15,000.00 FROM THE SPECIAL SERVICES FREEZE LINE ITEM TO THE COMPUTER SUPPLIES LINE ITEM.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti updated the Board on details of the September 20, 2023 Payroll Variance Report. It was noted that a vote was not required.

Director Clemons joined the meeting at 6:15 p.m.

UNFINISHED BUSINESS

❖ Status/Action re City Council review of Board Appointments

No report.

Bridgeport Library
Board of Directors
Regular Meeting
September 20, 2023

❖ Library Programming collaboration with The Klein

There are still tickets available for the upcoming September 29, 2023 concert at the Klein.

❖ Book Report collaboration with BOE–

Director Rogo gave a brief overview of the details of an upcoming café event at North Branch.

❖ Status/Action re review of Library Hours of Operation

This will be discussed later in the meeting.

❖ Status/Action re volunteer opportunities

Ms. Mathews said that she had received some feedback.

❖ Status/Action re Fairfield Probate Court hearing re Saden Trust.

A probate hearing was held. The judge decided to allow the property to be sold for \$650,000. The Library Board expressed their opposition to the approval of the sale for less than \$750,000.

❖ Status/Action re author presentation event with Walter Mosley

Director O'Donnell said that he had been in touch with Mr. Mosley. A discussion followed about speaker's fees and the possibility of collaborating with other libraries. Ms. Braithwaite said that it would be important to have strong community support and interest. Director Clemons suggested that they might also consider the Housatonic auditorium

CORRESPONDENCE AND COMMUNICATIONS

There were no correspondence or communications to consider at this time.

CITY LIBRARIAN REPORT

❖ Review of Monthly statistics

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

A discussion followed about the details of the MOU regarding having a social worker available at the library, the contract costs, and whether the social worker would be a licensed Social

worker. Director Errichetti pointed out that the social worker would be a contracted service just like the security guard.

❖ **Presentation by staff**

Ms. Matthews displayed a spreadsheet with the data from various branches.

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 has been a change order issued for structural engineering services.

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

The leaks in the roof at North will be addressed and then installation can be started.

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

Director Errichetti said the construction of the walls and installation of the accordion door will begin in early October.

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

David will address the mold issue at Black Rock, as well as all overall issues related to roof leaks and basement flooding.

• **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**

Director Errichetti suggested that since interest rates have increased, the Board consider closing the Bank of America account and open a money market account with Schwab. Discussion followed.

• **Status/Action on State grant for windows and East Side**

The application for the State grant was approved by the City Council and all supplemental documents will be filed with the State Library by September 30, 2023.

❖ **Governance**

- **Status/Action re staff policy recommendations and strategic plan**
- **Status Report re Director search/approve notice /re-set dates**

Director O'Donnell said he will meet with Ms. Braithwaite.

❖ **Marketing.**

- **Status regarding the marketing campaign.**

Ms. Braithwaite said there is a meeting with True North scheduled for September 25th.

❖ **Personnel**

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

Director Clemons said that they had a great personnel meeting. She said the job description for IT Services Manager and the job description for the Library Maintenance and Facility Manager had been updated. Copies of those documents were included in the packet.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE UPDATED JOB DESCRIPTIONS FOR IT SERVICES MANAGER AND THE LIBRARY MAINTENANCE AND FACILITY MANAGER AS PRESENTED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Ms. Braithwaite said that she would be going to see a new State Library van and would see if anyone was interested in the old library vehicle.

❖ Status/Action re review of Library Hours of Operation CONT'D

Director Errichetti said that the Board had previously discussed extending the hours starting in January. He said that they had tried to schedule the hours to prevent disruptions.

Director Errichetti said that all new NAGE employees will now work a 40 hours per week. Ms. Braithwaite said that NAGE members would not be able to carry over sick time. '

Director Clemons said that they had updated library organization list. Ms. Braithwaite reviewed the details with the Board Members.

REPORT OF FRIENDS OF THE LIBRARY

Director Errichetti said there has been some headway made.

Director Errichetti said that the Rotary Club of Bridgeport was accepting grant applications for programs advancing all types of Literacy. The Literacy Volunteers will not be applying for this grant. The Library will apply for the grant to enhance our computer literacy program,

NEW BUSINESS

**** DIRECTOR O'DONNELL MOVED TO RE-OPEN THE AGENDA TO INCLUDE A NEW ITEM REGARDING NAMING RIGHTS FOR NEWFIELD BRANCH.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti said Council Member Newton had reported to him that Mr. Charles Smith was upset because he had been told his name would be on the building. Director O'Donnell said that other than the deed, there was no mention of Mr. Smith. Director Errichetti said that he had reviewed all the Library minutes and naming the library after Mr. Smith had never been discussed. Director Errichetti said that he would inform Council Member Newton.

❖ Library Card Sign Up Month Report.

Director O'Donnell said that the monthly statistics appear to indicate there has been an increase in library card sign ups.

ADJOURNMENT

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

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:31 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services