

BRIDGEPORT LIBRARY

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

WEDNESDAY, SEPTEMBER 21, 2022
BEARDSLEY BRANCH
2536 E MAIN ST, BRIDGEPORT, CT

ATTENDANCE: James O'Donnell, President; Kenya Osborne-Gant, Vice President; Thomas Errichetti, Treasurer; Denise Clemons, Secretary; Donald Greenberg, Marcie Patton

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

WELCOME, CALL TO ORDER & ADOPTION OF AGENDA

Director O'Donnell called the meeting to order at 6:15 p.m. There was a quorum present.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

**** DIRECTOR ERRICHETTI MOVED THE MINUTES OF THE AUGUST 17, 2022 MEETING.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF THE AUGUST 17, 2022 MEETING PASSED WITH ONE (1) ABSTENTION (CLEMONS).**

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

Director Errichetti reviewed the monthly vouchers totaling \$78,803.70 with the Board Members. A brief discussion followed about the various quotes that were received.

**** DIRECTOR GREENBERG MOVED TO APPROVE THE PAYMENT OF VOUCHERS FOR THE SUM OF \$78,803.70.**

**** DIRECTORERRICHETTI SECONDED.
** THE MOTION PASSED UNANIMOUSLY**

Director O'Donnell explained that \$78,563.70 was from the City funding and \$240 was from the non-levy funding for the grand total of \$78,803.70.

Director Errichetti then gave a brief overview of the Library budget transfers as outlined in the documentation.

**** DIRECTOR GREENBERG MOVED THE AMOUNT OF \$30,000 FROM THE SPECIAL SERVICES LINE TO LIBRARY FURNITURE TO COVER THE COST OF THE FURNITURE.**

**** DIRECTOR CLEMONS SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti said that the budgeted 2022-2023 should be sufficient for all budgeted hires but an increase may be needed for the discussed Human Resource position.

UNFINISHED BUSINESS

❖ Status/Action re City Council review of Board Appointments

Director O'Donnell said he had not received an update about the potential Board Appointment.

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

This is still in process.

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

Ms. Braithwaite gave a brief update on the various items that are currently being reviewed by the City Attorney.

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

Ms. Braithwaite gave the Director a brief update on some metric adjustments that have been made. Discussion followed.

❖ Status/Action re revision of Strategic Plan and establishing goal metrics.

Director O'Donnell said he had received some information from the new staff members. He said that this should be discussed by the Governance Committee.

❖ Status/Action re Bridgeport Brass mural

Director Errichetti said he had spoken with Tom Corso's widow and the person in possession of the mural. They wish to donate the mural to the Library in memory of Mr. Corso. Director Errichetti spoke about having an appraisal done on the mural and noted that he believed that the Library also had some other work by the mural artist.

**** DIRECTOR ERRICHETTI MOVED TO ACCEPT THE GIFT OF THE BRIDGEPORT BRASS MURAL**

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

**** THE MOTION PASSED UNANIMOUSLY.**

❖ Status/Action re transition of pdf tablet use by Board

A discussion followed about the details of setting up the tablets and linking them to the Directors' library emails.

CORRESPONDENCE AND COMMUNICATIONS

❖ Letter from Attorney Mason re Ashlar Construction LLC Claim referred to City Attorney

Director O'Donnell said that the letter had been emailed to all of the Directors and sent to the City Attorney. This will be discussed in Executive Session.

CITY LIBRARIAN REPORT

❖ Presentation by staff

Ms. Braithwaite then presented the highlights contained in her monthly written report to the Directors with a particular emphasis on the Digital Navigator Pilot Program.

The discussion moved to increased library usage and new cards issued. Director Errichetti asked if the Library notifies patrons when their library cards are expiring. Mr. Soltis said that they did not, but this would be something to consider.

COMMITTEE REPORTS:

❖ Buildings

- **Status/Action re Newfield Punch list items and State Grant close out.**

Director Errichetti said that David had made progress on the punch list items and listed the details of the work that had been done. Ms. Santos explained that there was one invoice that still needed attention before the close out could be finalized.

- **Status/Action redesign meeting with Antinozzi Architects for East Side Phase II**

Director Errichetti then distributed a document showing the design to the Directors and reviewed the details with them. Discussion followed about the location of the conference rooms and about the community room doors.

**** DIRECTOR CLEMONS MOVED TO APPROVE THE PROPOSED DESIGN BY ANTINOZZI ARCHITECTS FOR THE EAST SIDE PHASE II WITH THE CHANGES AS DISCUSSED.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

- **Status/Action re Beardsley Branch Certificate of Occupancy and plans for opening**
- **Status/Action re solar projects for Burroughs/Saden and North**
- **Status/Action re Burroughs/Saden marketplace/teen center projects.**

Director Errichetti said that the solar panels have been delivered to Burroughs. There is no definite timeline on when they will be installed.

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

Director Errichetti said that David was getting some quotes for the work at Black Rock. He gave the details. The other items are listed in David's report.

❖ **Finance**

• **Status/Action re 2022-2023 Budget**

Director Errichetti said there were some items that were still being process. Ms. Braithwaite said that she had just received the purchase order for the Library van. Director Errichetti said that the funding for the van was encumbered. Discussion followed.

❖ **Governance (Nominations)**

• **Status/Action refines and fees and review of other policies/process for Board recruitment**

Director O'Donnell said that the Governance Committee was not able to meet in either August or September. He said that Mr. Soltis had submitted a copy of the policy manual that had been reviewed by the staff. Director O'Donnell said that former Director Baraka had suggested that the Board look at how Richmond had handled their policies. He sent copies of those suggested policies to the Board Members earlier in the day.

A lengthy discussion followed about how the policies would work, determining the value of the various library items and the use of a grace period for fines. Director O'Donnell stated that there were issues with the language of the proposal and other details that this be postponed until October 31st.

Director O'Donnell said that he would address this in the Governance Committee, which will be held on October 12 at 5:30 p.m.

A member of the public then spoke about the potential fine changes. Additional discussion followed. Director O'Donnell requested that further discussion be postponed to the upcoming Governance Committee meeting.

Director O'Donnell said that he would be skipping over discussing the Board recruitment policy and process at this time. He added that at the Governance Committee they should look at ways to develop some type of advisory board at each of the library branches.

❖ **Personnel**

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

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

Director Clemons presented her report. She said that there was a meeting on September 14th and there were 22 job postings. The Human Resource job description is in progress. There is one retirement. There was a discussion on the evaluation and Director Clemons said that she would like to meet with Director O'Donnell and Ms. Braithwaite about it.

❖ **Marketing Committee**

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

Director Osborne-Gant said that Director Munoz-Allam was going to schedule a meeting.

REPORT OF FRIENDS OF THE LIBRARY

Director Errichetti said that the Friends would be holding their first meeting in the coming week after two and a half years. He gave a brief update on the status of the members and said that the meeting would take place at Burroughs. He said that the discussion would be on the direction that the group would take. The Klein will be hosting a gala on October 1st and 2nd. Director Errichetti said that he would be donating two tickets **to the Library for use by staff.**

NEW BUSINESS

❖ **Discussion re hours of operation at all locations**

Director Errichetti said that he had checked the website recently and noted that there had been a previous decision made that all the branches would be open on Monday from 12 to 6 with no night hours. The proposed schedule for Beardsley has it open from 12 to 8 p.m. on Mondays. He said that the goal was to have some consistency and indicated which branches had week day evening hours. He asked the Board if they wish to continue having all the branches closed on Monday evenings. Discussion followed about the cost and logistics of staffing evening hours.

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

Director O'Donnell said that the Executive Session discussion would have been focused on the recent letter received and felt there was not needed at this time.

He then requested the Board add an additional item to the agenda regarding a brief discussion concerning collection and the community response to it.

**** DIRECTOR CLEMONS MOVED TO ADD AN ADDITIONAL ITEM TO THE AGENDA REGARDING A BRIEF DISCUSSION CONCERNING COLLECTION AND THE COMMUNITY RESPONSE TO IT.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director O'Donnell said that he had heard about a recent newspaper article about the protests about a particular teen novel and was pleased that the library has multiple copies of the item. He asked if there were any expectation of protests from the community. It was pointed out that Bridgeport is a very diverse community.

Ms. Braithwaite said that there was a Collection Development policy in place to deal with this. Director Errichetti said that the staff should not respond to the public about this but bring the issue to Ms. Braithwaite, who will bring it to the Board. The staff should provide the concerned party with the form and direct them to Ms. Braithwaite. Discussion followed.

ADJOURNMENT

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

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

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

The meeting adjourned at 7:51 p.m.

Respectfully submitted,

S. L. Soltes

Telesco Secretarial Services