

# BRIDGEPORT LIBRARY

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

**WEDNESDAY, OCTOBER 18, 2023  
BURROUGHS BRANCH  
925 BROAD STREET, BRIDGEPORT, CT**

**ATTENDANCE:** James O'Donnell, President; Thomas Errichetti, Treasurer; Denise Clemons, Secretary; Jeanette Munoz Allam; Marci Patton; Barbara Rogo (via Zoom)

**OTHERS:** Elaine M. Braithwaite, City Librarian; Sarah Santos, Administrative Assistant; Laura Matthews, Assistant Librarian; Bina Williams, North Branch Children's Librarian

## **CALL TO ORDER**

Director O'Donnell called the meeting to order at 6:05 p.m. A quorum was present.

## **ADOPTION OF AGENDA**

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

## **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

### **• SEPTEMBER 20, 2023**

- \*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 20, 2023 MEETING.**
- \*\* DIRECTOR CLEMONS SECONDED.**
- \*\* VARIOUS DATES WERE CORRECTED IN THE LINE ITEM TRANSFERS**
- \*\* THE MOTION TO APPROVE THE MINUTES OF THE SEPTEMBER 20, 2023 MEETING AS CORRECTED PASSED UNANIMOUSLY.**

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

Director Errichetti reviewed details of the Tentative Library Board vouchers for October 18, 2023 totaling \$56,741.17 with the Board Members.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE TENTATIVE LIBRARY BOARD VOUCHERS FOR OCTOBER 18, 2023 WITH A NEW TOTAL OF \$ 56,841.17, OF WHICH \$2,940.00 WILL BE PAID FROM ENDOWMENT FUNDS.**

**\*\* DIRECTOR PATTON SECONDED.**

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

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE OCTOBER 18, 2023 BUDGET TRANSFER REQUEST FOR \$18,000.00 FROM THE SPECIAL SERVICES FREEZE LINE ITEM TO THE LIBRARY SUPPLIES LINE ITEM.**

**\*\* DIRECTOR CLEMOMS SECONDED.**

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

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE OCTOBER 18, 2023 BUDGET TRANSFER REQUEST FOR \$10,000.00 FROM THE SPECIAL SERVICES FREEZE LINE ITEM TO THE OTHER SERVICES LINE ITEM.**

**\*\* DIRECTOR CLEMOMS SECONDED.**

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

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE OCTOBER 18, 2023 BUDGET TRANSFER REQUEST FOR \$5,000.00 FROM THE SPECIAL SERVICES FREEZE LINE ITEM TO THE TELEPHONE SERVICES LINE ITEM.**

**\*\* DIRECTOR CLEMOMS SECONDED.**

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

Director Errichetti updated the Board on details of the October 18, 2023 Payroll Variance Report. It was noted that a vote was not required.

## UNFINISHED BUSINESS

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

Directors O'Donnell and Osborne-Gant have been referred to the Miscellaneous Matters Committee for reappointment to the Library Board. The necessary paperwork for the reappointment of Directors Clemons and Munoz Allam will be gathered shortly.

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

The Orquesta Afinke concert was well attended but less than expected due to the weather. The event was well received. The next event at the Klein will be the Dungeons and Dragons video challenge.

A flyer with all future Library/Klein events will be prepared to promote all future events together.

### ❖ **Status/Action Music for Youth and Pequot Library Initiative**

Both programs have been well received; the Music for Youth program was presented at North and Pequot Library book project is being presented at multiple locations.

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

Library management is reviewing current operational hours and embedded programming as well as current staffing to determine when and where to best expand operational hours by two hours per week per branch location (excluding Burroughs). The Board expressed that it would like to implement the new hours in January 2024. Library management will provide an update at the November 2023 meeting.

### ❖ **Status/Action re volunteer opportunities**

Library management **continues to work on enhancing and expanding** ~~has not solidified~~ volunteer opportunities that can be regularly performed at libraries; ~~however management~~ **and** does appreciate the goal of involving volunteers to meet and enhance the library's mission and strategic plan. Management thinks there may be opportunities to involve foreign language speakers especially into programming **and will provide a report on how expanded volunteer opportunities may be implemented.**

## CORRESPONDENCE AND COMMUNICATIONS

St John's Episcopal Church extended a thank you to the Library for its participation in its milestone anniversary.

Correspondence was received from the Fairfield Probate Court regarding the appointment of a trustee to the Saden Trust.

City Librarian Braithwaite informed the Board that it must **conform its collection development policy with a** ~~adopt a policy recently enacted statute required by the state legislature~~ regarding library material access and material banning. The Board believes our current collection development policy adheres to the requirements, but for clarity **amends its current collection development policy to add the following initial provision:** ~~provides the~~ **“Notwithstanding any apparent provision to the contrary, The Bridgeport Public Library and Reading Room adheres to and complies with SB2, Sec 11-24b in that the Bridgeport Public Library does not prohibit or otherwise limit the availability of any book or related library materials by banning, censoring or challenging such book or related materials at such library.”** ~~together with any further clarification, and any adjustments to the wording of the policy if needed are otherwise adopted by this motion~~

**\*\* DIRECTOR CLEMOMS MOVES TO ADOPT SUCH REQUIRED CHANGE TO THE COLLECTION DEVELOPMENT POLICY.**

**\*\* DIRECTOR PATTON SECONDED.**

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

### **CITY LIBRARIAN REPORT**

#### **❖ Review of Monthly statistics**

Ms. Mathews and Director O'Donnell briefly reviewed library card issuance for the month in light of it being library card initiative month. Thoughts about increasing library card holders are ongoing.

#### **❖ Presentation by staff**

Bina Williams of North Branch presented the multitude of partnerships that have been developed over the years for the benefit of children, teens and adults. The Board was rightly impressed and expressed hope that some of these partnerships could be replicated at other locations now that facilities with similar space for community engagement have been created throughout the City.

### **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**

The drawings are substantially complete and have been forwarded to Purchasing. We cannot issue an RFP until 1) the State Library has reviewed/approved our grant request and 2) the State Bond Commission has provided for the bonded funds. Therefore the RFP will be prepared but not issued pending those milestone approvals.

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

The North branch roof has incurred some damage in the area where the solar panels are being staged and repairs were required. Given the age of the current roof (30 years) it has been recommended that we price a roof replacement before installing the panels.

Additionally newly enacted legislation allows for the tax and economic benefits of solar energy to be realized directly by a non-profit organization. Previously the tax credits could not be directly realized by a non-profit. Eco-Solar will develop pricing if the library purchases the solar panels and realizes the credit.

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

The construction of the first floor remodel has commenced and should be completed by the end of October.

We received one bid for the window replacement project – approximately \$1.7 million. We will evaluate in the short term what panes need to be replaced/re-glazed and evaluate alternatives.

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

Repairs to the Black Rock roof have been made and no basement flooding occurred from the recent storm. Building façade repairs will be addressed once leaking/flooding issues are abated.

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

Director Errichetti referred the Board to the Maintenance Manager's report for building repair issues.

❖ **Finance**

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

Director Errichetti suggested that since interest rates have increased, the Board should close the Bank of America account and open a money market/liquid account with Morgan Stanley where other endowment funds are invested.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE MOVEMENT OF FUNDS AND RELATED INVESTMENT STRATEGYUIRED CHANGE TO THE COLLECTION DEVELOPMENT POLICY.**

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

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

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

The grant for East Side Phase II was submitted on September 29, 2023.

❖ **Governance**

• **Status/Action re staff policy recommendations and strategic plan**

No report.

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

Board members interviewed two potential applicants for the open position on the board. The committee recommended Kathleen Turner- Purves for the open position.

**\*\* DIRECTOR CLEMOMS MOVED TO ACCEPT THE COMMITTEE RECOMMENDATION TO APPOINT KATHLEEN TURNER-PURVES TO THE LIBRARY BOARD.**

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

**\*\* DIRECTOR CLEMOMS MOVED TO APPOINT KATHLEEN TURNER-PURES TO THE LIBRARY BOARD.**

**\*\* DIRECTOR PATTON SECONDED.**

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

❖ **Marketing.**

• **Status regarding the marketing campaign.**

Ms. Braithwaite and Ms. Matthews had a productive meeting with True North and will keep the Board informed of its progress over the next month.

❖ **Personnel**

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

The Library's table of organization and related job descriptions are being reviewed as part of the expansion of operational hours.

**REPORT OF FRIENDS OF THE LIBRARY**

Director Errichetti said the transition of staff is complete and will have an update of participants at a future meeting.

**NEW BUSINESS**

❖ **Potential gift of Grand Piano.**

Director O'Donnell has been approach about a possible donation of a grand piano to the library. Director O'Donnell wanted to know if the Board was interested in accepting the possible donation. The current request was exploratory; the gift is not assured. The Board members present indicated they would be interested in accepting the gift.

**ADJOURNMENT**

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

**\*\* DIRECTOR PATTON SECONDED.**

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

The meeting adjourned at 8:11 p.m.

Respectfully submitted,

Thomas Errichetti  
Board Treasurer