

BRIDGEPORT LIBRARY

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

WEDNESDAY, OCTOBER 19, 2022
BEARDSLEY BRANCH
2536 E MAIN ST, BRIDGEPORT, CT

ATTENDANCE: James O'Donnell, President; Thomas Errichetti, Treasurer; Donald Greenberg, Marcie Patton, Barbara Rogo, Jeanette Munoz-Allam

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 6:03 p.m. There was a quorum present.

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

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- ** DIRECTOR ERRICHETTI MOVED THE MINUTES OF THE SEPTEMBER 21, 2022 MEETING.**
- ** DIRECTOR GREENBERG SECONDED.**
- ** THE MOTION TO APPROVE THE MINUTES OF THE SEPTEMBER 21, 2022 MEETING PASSED WITH THREE (3) IN FAVOR (ERRICHETTI, GREENBERG AND PATTON) AND ONE (1) ABSTENTION (ROGO).**

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

Director Errichetti reviewed the monthly vouchers totaling \$43,284.75 with the Board Members. He added that the Tentative Library Board Vouchers for October 19, 2022 included two items in the Non-L levy list that involved grant funding which belongs to the City.

Director Errichetti also pointed out that The Arthur J. Gallagher Risk Management line item involved the insurance that the City carries. Discussion followed about the details.

**** DIRECTOR MOVED TO APPROVE THE PAYMENT OF VOUCHERS FOR THE SUM OF \$43,284.75.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED WITH THREE (3) IN FAVOR (ERRICHETTI, GREENBERG AND ROGO) AND ONE (1) ABSTENTION (PATTON).**

Director Errichetti then gave a brief overview of the Library budget transfers as outlined in the documentation. He said that there was a \$9,000 transfer from the Outside Programming Line Item to a new, proposed Line Item titled Other Supplies and gave the reasons why this was being done.

Mr. Soltis joined the meeting at 6:12 p.m.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE AMOUNT OF \$9,000 TO BE TRANSFERRED FROM THE OUTSIDE PROGRAMMING LINE ITEM TO A NEW, PROPOSED LINE ITEM TITLED OTHER SUPPLIES.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

UNFINISHED BUSINESS

❖ Status/Action re City Council review of Board Appointments

Director O'Donnell said the City would now require the Library to perform their own background checks on the potential Board Appointments.

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

Ms. Braithwaite said that they would be selecting a Construction Manager in November.

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

Director O'Donnell said there was no update at this time.

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

Ms. Braithwaite gave the Directors 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 would be reviewing the responses he had received from the staff.

❖ Discussion re hours of operation at all locations.

Ms. Braithwaite said that she was waiting on more information regarding this.

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

Director O'Donnell asked the Board Members for their opinions regarding their preferences for digital documents. A discussion followed about the details. The general consensus was for the digital presentation.

CORRESPONDENCE AND COMMUNICATIONS

A recent note of appreciation about a recent music program was included in the packet for the Board's information.

CITY LIBRARIAN REPORT

❖ Presentation by staff

Ms. Braithwaite then presented the highlights contained in her monthly written report to the Directors. The Information Packet included an extensive number of colored bar graphs showing various metrics of seven different libraries including Bridgeport in various categories such as:

- Library Visits per capita for FY 2021
- Program attendance per capita for FY 2021
- Reference questions per capita for FY 2021
- Circulation per capita for FY 2021
- Printed material Circulation per capita for FY 2021
- Visual material Circulation per capita for FY 2021
- Audio material Circulation per capita for FY 2021

- Circulation per Service Hour, FY 2021
- Visits per Service Hour, FY 2021

among others.

COMMITTEE REPORTS:

❖ Buildings

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

Director Errichetti said that David had made progress on the punch list items. Director Errichetti said that he was very pleased with the work that David has already done.

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

The suggestions for design changes have been given to Antinozzi.

- **Status/Action re Beardsley Branch Certificate of Occupancy and plans for opening**

Ms. Braithwaite said that about 75% of the furniture had arrived. There appears to be a problem with the tables and the chairs being the wrong height for the Teen Area. The after hours book pickup kiosk has been installed.

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

The Solar panels are at North, but have not been delivered to Burroughs.

- **Status/Action re Burroughs/Saden marketplace/teen center projects.**

There is no update at this time.

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

Director Errichetti suggested that they have signs that inform people that vehicles parked overnight in the Beardsley parking lot will be towed.

❖ Finance

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

Director Errichetti said that they need to consider having an HR person if they go to full staffing. He pointed out that not all the branches have equity with books. North circulates more new materials. Ms. Braithwaite said that they were shifting to more subscriptions. Discussion followed about providing patrons with instructions on using digital devices.

❖ **Governance(Nominations)**

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

Director O'Donnell said that he would set up a meeting with Ms. Braithwaite to discuss this further.

- **Review of policies re civility and City policy re bullying**

Director O'Donnell said this will be a separate topic for the Governance Committee to discuss.

❖ **Marketing Committee**

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

Director Munoz-Allam gave a brief overview of the Marketing focus and she will be reaching out to the Board Members about their priorities and a listing of goals. Once the Committee has some feedback, they will submit it to True North for their review. Discussion followed.

❖ **Personnel**

- **Status/Action re performance review of City Librarian**
- **Status/Action re table of organization / job descriptions / IT position**

Director Errichetti said that the Personnel Committee approved the IT position. He explained that the staffing affects the Strategic Plan, the programming and the hours of operation. Director Errichetti said that the Board needs to clarify a vision of what the Library should be.

NEW BUSINESS

Director O'Donnell suggested the Board consider having a Board retreat.

Ms. Braithwaite suggested that they contact the former Director of the Westport Library who is now a consultant.

Director Errichetti informed the Board that all open locations now have a notary. Director Errichetti said that it would be important to let the public know that they have the service available.

REPORT OF FRIENDS OF THE LIBRARY

Director Errichetti said that Princeton New Jersey merged its Friends and Foundation organizations and it has worked well. The Bridgeport Friends were formed when the Library needed supplemental income, but now the situation has changed. Director Munoz-Allam cautioned them against closing the door on independent fund raising.

Director O'Donnell had several suggestions about various events that could be held.

• Status/Action re fines and fees and review of other policies/process for Board recruitment CONT'D

Director O'Donnell asked if the Board was still in agreement with amnesty for fines. Director Errichetti pointed out that he had concerns about the no fine policy with new materials and audio visuals. Discussion followed.

**** DIRECTOR GREENBERG MOVED TO EXTEND THE MORATORIUM ON FINES TO NOVEMBER.**

**** DIRECTOR MUNOZ-ALLAM SECONDED.**

**** THE MOTION PASSED WITH THREE (3) IN FAVOR (GREENBERG, PATTONANDROGO) AND ONE (1) OPPOSED (ERRICHETTI).**

ADJOURNMENT

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

**** DIRECTOR PATTON SECONDED.**

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

The meeting adjourned at 7:26 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

Bridgeport Library
Board of Directors
Regular Meeting
October 21, 2022