

# BRIDGEPORT LIBRARY

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

OCTOBER 20, 2021  
AT BURROUGHS/SADEN LIBRARY  
6:00 PM

ATTENDANCE: James O'Donnell, President; Thomas Errichetti, Secretary/Treasurer;  
Donald Greenberg, Marcie Patton, Barbara Rogo, Jeanette Muñoz Allam (6:06 p.m.);  
Denise Clemons, Assistant Secretary (6:32 p.m.)

OTHERS: Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Sara Santos, Administrative Assistant; Bina Williams

ABSENT: Judge William Holden; Kenya Osborne-Gant, Vice President

## WELCOME AND CALL TO ORDER & ADOPTION OF AGENDA

Director O'Donnell called the meeting to order at 6:00 p.m. He called the roll and announced there was a quorum.

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

## APPROVAL OF MINUTES OF PREVIOUS MEETINGS.

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

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

Director Errichetti reviewed the vouchers with the Board Members. Ms. Braithwaite explained that the budget for the cost of cleaning supplies had increased dramatically. Newfield is also now part of the work.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE BOARD VOUCHERS IN THE AMOUNT OF \$22,199.37.**

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

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

There were no line item transfers. However, Director Errichetti noted that there was an upcoming retirement and its impact on the salary budget.

Director Muñoz Allam joined the meeting at 6:06 p.m.

UNFINISHED BUSINESS.

- Administration of Oath of Office for recently approved directors

There were two re-appointments and one appointment that were presented to the Council at the October 4, 2021 meeting:

The reappointments of Thomas Errichetti and Marcie Patton to three year terms and the appointment of Barbara Rogo to fill the vacancy left by Anne Cunningham.

Director O'Donnell administered the Oath of Office to the recently approved directors. The documentation will be filed with the City Clerk.

- Status of full Completion of the Newfield Branch and Timeline for opening.

Ms. Braithwaite reviewed the bid for moving books from East Main St to Newfield Branch with the Board Members. In order to provide for the move of books before the next Board meeting, City Librarian Braithwaite is being authorized to hire a vendor.

**\*\* DIRECTOR ERRICHETTI MOVED TO ENCUMBER NOT MORE \$1,500 FOR MOVING MATERIALS FROM THE LOWER EAST SIDE TO NEWFIELD.**

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

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

Director Errichetti said that there was an HVAC question regarding the server room and he was waiting to hear from the engineer.

Director Errichetti asked about the status of the punch list. Ms. Braithwaite said that she would check with Maintenance Manager Otero and update him.

- Status/Action re American Rescue Plan Programs grants

There was no additional information on this grant at this time.

- Correspondence and Communications

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

#### CITY LIBRARIAN REPORT.

Ms. Braithwaite presented her report as included in the packet. The Board expressed their thanks for Mr. Aiken, who is retiring after 33 years of service.

#### BUILDINGS.

- Status/Action re RFQ for Lower East Side 2nd Phase

The RFQ for Lower East Side architect was released too early. The State Library has to be included in the process. The RFQ will be forwarded to the State Library Office and re-published as soon as their approval is received.

- Status/Action re construction of Upper East Side

Construction has begun on the Upper East Side. He added that Planning and Zoning would like the library to pay for the sidewalks. Director Errichetti said that he was impressed with the reports that were presented (See attached).

The State is looking for documents associated with the bidding of the Upper East Side project (which was done in June 2019.) We need to respond to the state by October 27th. City Librarian Braithwaite will be meeting with the City Grants office to review what documentation was previously provided by Nick Masciangelo who was handling the process for the Library. The \$1M state grant could be at risk.

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

The project has been approved by the Council and now the documentation is waiting for the Mayor's signature.

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

Director Errichetti described where the marketplace/teen center would be located and gave a brief description of an accordion wall. He asked for the Board's feedback. Discussion followed.

The specific information on the Woodfold Series 4100 can be found at:

<https://woodfold.com/accordion/series-4100-acoustic-accordion-doors/>

The Woodfold Series 4100 (6" / 8") Acoustical Folding Partitions utilize a rigid panel pantograph style design. An internal system of 15 gauge steel hinging acoustically decouples the panels on one face of the partition from the other face, capturing sound energy in the partitions cavity. The series 4100 door is suspended from aluminum extruded overhead track with a wood ceiling guard molding supplied as standard.

Director Clemons joined the meeting at 6:32 p.m.

Director Errichetti said that he was working with a window supplier. He asked for clarification on the priorities regarding the windows. He said that he will wait for Newfield to be completed before working on the windows and marketplace/teen center as he needs the assistance of both the City Librarian and the Maintenance Manager, both of whom are needed to open Newfield.

### **GOVERNANCE (Nominations)**

- **Recommendation re approval of proposed By-Law Revisions.**
- **Status/Action re recommended Policy revisions**
- **Status Report on compliance with Strategic Plan**

Director O'Donnell said that there was a copy of the bylaws in the packet, but explained that it was not on the agenda because he wanted everyone to have the opportunity to review them. Director O'Donnell then reviewed the changes that the Governance Committee made in the Bylaws Committee with the Board Members.

The Board then reviewed the Lending Policy and Agreement along with the additional corrections.

**\*\* DIRECTOR ROGO MOVED TO APPROVE THE LENDING POLICY AS REVISED.  
\*\* DIRECTOR PATTON SECONDED.**

**\*\* DIRECTOR ERRICHETTI MOVED TO ELIMINATE THE ASTERISKS FROM THE SECTION WHERE THE REMOVAL OF THE DEVICES FROM THE LIBRARY IS LISTED.**

**\*\* DIRECTOR ROGO SECONDED.**

**\*\* THE MOTION TO APPROVE THE LENDING POLICY AS REVISED AND AMENDED PASSED UNANIMOUSLY.**

- **Recommendation re approval of policies for Internet Use and Safety Policy and the Wireless Access Policy**

The Board reviewed the Bridgeport Public Library Internet Use and Safety Policy.

**\*\* DIRECTOR GREENBERG MOVED TO APPROVE THE PROPOSED BRIDGEPORT PUBLIC LIBRARY INTERNET USE AND SAFETY POLICY.**

**\*\* DIRECTOR ROGO SECONDED.**

It was noted that the 9th paragraph, first line reading: “Bridgeport has received funds” should be amended to “Bridgeport Public Library has received funds”.

**\*\* THE MOTION TO APPROVE THE PROPOSED INTERNET USE AND SAFETY POLICY AS AMENDED PASSED UNANIMOUSLY.**

Director O’Donnell said that Director Greenberg had reminded everyone that these were all recommendations by the Committee and do not require a second for the motion.

The Board reviewed the proposed Bridgeport Public Library Wireless Access Policy.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE PROPOSED BRIDGEPORT PUBLIC LIBRARY WIRELESS ACCESS POLICY.**

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

The Board reviewed the proposed Bridgeport Public Library Volunteer Policy.

Director Errichetti said that there were two different procedures for the Public Library and the Friends of the Library.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE PROPOSED BRIDGEPORT PUBLIC LIBRARY VOLUNTEER POLICY.**

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

Director O'Donnell said that Mr. Soltis had provided him with a copy of the Policy Manual. He said that Ms. Braithwaite's annual report had provided the Board with a good framework.

### **PERSONNEL**

#### **• Status/Action re Table of organization/ Job Descriptions/ IT position**

Director Clemons reported that the Personnel Committee met on the 18th to discuss the job descriptions. There were discussions about COVID updates. She said that Ms. Braithwaite will update the Board about where staff is needed for each branch. The data on the library personnel was reviewed, along with the vacancies listed by OPM.

The Committee also reviewed the Organizational Chart.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE TABLE OF ORGANIZATION/ JOB DESCRIPTIONS/ IT POSITION AS PRESENTED.**

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

Director Clemons noted that the Assistant Librarian now supervises the Branch Managers.

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

### **MARKETING COMMITTEE**

#### **• Status/Action re RPF/Q for retention of marketing firm/consultant**

Mr. Soltis said that almost all the member of the selection committee have received a flash drive with the information on it. Cover letters have been sent out. Mr. Soltis then outlined the remaining steps of the process including bringing the recommendation to the Board. Mr. Soltis said he was cautious optimistic that this would be completed by the end of the year.

Mr. Soltis was asked how many individuals were on the Selection Committee. He said that there were seven and that he was just the project manager and not on the Committee. Discussion followed.

### **FRIENDS OF THE LIBRARY.**

Director Clemons reported that there was an event at the Wonderland of Ice where the Friends were distributing free books on every third Saturday during the Tennis program. Director Clemons commended the Friends for doing this.

Director Errichetti said the Friends are sponsoring a grant to continue the chess at the North Branch and they have applied for an AARP grant for furniture for the Newfield patio in order to encourage the seniors to interact with the youth.

Director Errichetti spoke about the Literacy Volunteers who applied for a \$20,000 grant from the Bridgeport Rotary Club in conjunction with a partnership with RYSAP and the International Institute to increase literacy. It was suggested that Mr. Soltis put together a packet for the garage visitors.

### **NEW BUSINESS**

**\*\* DIRECTOR ERRICHETTI MOVED TO ADD AN ITEM TO THE AGENDA REGARDING REVIEWING THE STATISTICS IN THE PACKET.**

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

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

Director Errichetti asked if they could include this as a standing item on the agenda. He also asked if the People Counter was being utilized. He was told that it was. Mr. Soltis said that he would send out the statistics to the Board Members. Discussion followed.

**• Discussion/Action re Resolution to adopt the calendar for meetings for 2022.**

Director O'Donnell said that the Board needs to send out the calendar 30 days in advance unless they notify the City Clerk by January 31st. If the Board adopts the proposed calendar by December 1st, they will meet the deadline. The calendar is included for review with a potential vote in November.

**• Resolution regarding failure of the City to prepare the MOU and implement Staff appointments**

Director O'Donnell said that he had still not heard back from the City Attorney in the winter of 2020. He suggested that they approve a resolution.

Director O'Donnell then read a proposed resolution to the Board:

Whereas, Connecticut General Statute Section 33-11 places all authority for operation of libraries with its Board of Directors;

Whereas, the selection and appointment of staff in a timely manner is crucial to the efficient delivery of Library services that are essential to the community;

Whereas, discussion have been held in 2020 with the City Attorney and other City Administration staff about the need to eliminate unnecessary impediments to the operation of the library, such as redundant and other unnecessary steps in the

review and approval of staff appointments and the coordination of routine library purchases;

Whereas, the City Attorney had promised to provide a draft MOU to incorporate these improvements and comply with Section 33-11;

Now Therefore, the Board requests that the City provide such draft MOU and promptly meet with the Board to review and approve it.

Director Errichetti asked if it should be given to the City Attorney or Labor Relations. Mr. Soltis said that there appeared to be a draft of the MOU. Discussion followed about the details and clarification of the process.

**\*\* DIRECTOR GREENBERG MOVED TO SEND THE PROPOSED RESOLUTION TO THE APPROPRIATE INDIVIDUALS IN THE CITY GOVERNMENT AT THE DISCRETION OF THE BOARD PRESIDENT.**

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

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

**ADJOURNMENT.**

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

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

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

The meeting adjourned at 7:27 p.m.

Respectfully submitted,

S. L. Soltes

Telesco Secretarial Services