

BRIDGEPORT LIBRARY

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

**WEDNESDAY, NOVEMBER 15, 2023
BURROUGHS BRANCH
925 BROAD STREET, BRIDGEPORT, CT**

ATTENDANCE: James O'Donnell, President; Denise Clemons, Secretary; Thomas Errichetti, Treasurer; Donald Greenberg; Barbara Rogo

OTHERS: Elaine M. Braithwaite, City Librarian; Sarah Santos, Administrative Assistant; Laura Matthews, Assistant Librarian; Kathleen Turner-Purves

CALL TO ORDER

Director O'Donnell called the meeting to order at 6:04 p.m. A quorum was present.

ADOPTION OF AGENDA

**** DIRECTOR GREENBERG MOVED TO ADOPT THE AGENDA AS PRESENTED.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

• **October 18, 2023**

**** DIRECTOR GREENBERG MOVED TO APPROVE THE MINUTES OF THE OCTOBER 18, 2023 MEETING.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF THE OCTOBER 18, 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 November 15, 2023 totaling \$201,448.65 with the Board Members. He noted that the \$110,000.00 was for the replacement of the North Branch roof. When the workers went to install the solar panels, it was evident that the roof was in a state of disrepair.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE TENTATIVE LIBRARY BOARD VOUCHERS FOR NOVEMBER 15, 2023 FOR A TOTAL OF \$201,448.65.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti reviewed details of the November 15, 2023 Budget Transfer Request totaling \$110,000.00 from the Special Services line item to the Building Maintenance line item with the Board Members.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE NOVEMBER 15 2023 BUDGET TRANSFER REQUEST FOR \$110,000.00 FROM THE SPECIAL SERVICES LINE ITEM TO THE BUILDING MAINTENANCE LINE ITEM.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti updated the Board on details of the November 15, 2023 Payroll Variance Report.

**** DIRECTOR CLEMONS MOVED TO APPROVE THE PAYROLL VARIANCES AS PRESENTED.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

UNFINISHED BUSINESS

❖ Library Programming collaboration with The Klein

Director Errichetti updated everyone on the upcoming events at the Klein. Director Clemons asked if the information would be shared with the Westport Library. Director Errichetti encouraged everyone to spread the word about the March 30th event that will highlight the Asian culture.

Director Munoz-Allam Joined the meeting at 6:15 p.m.

❖ Status/Action re review of Library Hours of Operation

Ms. Matthews indicated that there was a bar graph showing the various libraries and the hours that they are open every day. The proposed schedule would have every branch open two nights a week. Discussion followed about engaging the community regarding the evening hours. Director Errichetti said that the new branches were designed to allow a portion of the building to be open for events when the library is closed.

Ms. Braithwaite said that she would like to give the public two months for the roll out of the extended hours. Director Errichetti thanked Laura for the hard work that went into the planning of the extended hours.

❖ Status/Action re volunteer opportunities

Ms. Mathews said that there was a document listing some of the Library volunteer positions. Director Clemons asked who would be responsible for background checks and who would be responsible for paying the background check. Director Munoz-Allam pointed out that with some individuals even having exposure to a child is a violation. Director Clemons said that the major concern is with the children. Discussion followed.

**** A MOTION WAS MADE TO REFER THIS ITEM TO THE GOVERNANCE COMMITTEE.**

**** THE MOTION PASSED UNANIMOUSLY.**

❖ Status/Action re proposed donation of piano

Director O'Donnell updated everyone on the status of the piano donation. The donor was interested in sending it to a school but since that did not appear to be a viable option, the donor is considering selling the piano and establishing a scholarship at a school.

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. There are four items for Library Board Approval:

- The State Library has reviewed the revised Collection Development Policy and recommend the addition of one paragraph. The draft has been included in the Library

Board documents for approval.

The Board reviewed the document with the changes.

**** DIRECTOR ROGO MOVED TO APPROVE THE REVISED COLLECTION DEVELOPMENT POLICY AND THE ADDITION OF ONE PARAGRAPH AS RECOMMENDED BY THE STATE LIBRARY.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

- The Library has been asked to consider sign a pledge (no financial obligation) in support of workplace EV charging stations. By signing the pledge, the Library would have a site visit to determine if the library locations would be feasible for EV chargers.

Discussion followed about whether there would be any staff that would use the chargers. This will be researched further.

- The Library is ready to start the Blood Pressure Monitor Lending Program in collaboration with the Department of Health and Social Services and the American Heart Association. The City of Bridgeport's Legal Department is requesting formal confirmation that the Library Board has approved the lending program.

**** DIRECTOR CLEMONS MOVED TO APPROVE THE BLOOD PRESSURE MONITOR LENDING PROGRAM IN COLLABORATION WITH THE DEPARTMENT OF HEALTH AND SOCIAL SERVICES AND THE AMERICAN HEART ASSOCIATION.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

- The Staff Association Executive Committee has submitted a request to amend the Library hours for 2024.

The Board reviewed the proposed closing hours for 2024.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE FOLLOWING HOLIDAY CLOSING HOURS:**

SATURDAY, MAY 25, 2024 – CLOSED THE SATURDAY BEFORE MEMORIAL DAY.

SATURDAY, AUGUST 31, 2024 – CLOSED THE SATURDAY BEFORE LABOR DAY.

WEDNESDAY, NOVEMBER 27, 2024 – OPEN FROM 10 A.M. TO 6 P.M.

**SATURDAY, NOVEMBER 30, 2024 – CLOSED THE SATURDAY FOLLOWING
THANKSGIVING.**

TUESDAY, DECEMBER 24, 2024 -- CHRISTMAS EVE – OPEN 10 A.M. TO 5 P.M.

TUESDAY, DECEMBER 31, 2024 – NEW YEAR’S EVE – OPEN 10 A.M. TO 5 P.M.

**** DIRECTOR CLEMONS SECONDED.**

Director Errichetti pointed out that the Library would be closed for four days following Thanksgiving, so having the library open until 6 p.m. the day before would give those who are working an opportunity to use the library before it closed for the holiday week-end.

**** THE MOTION PASSED UNANIMOUSLY.**

❖ Presentation by staff

Ms. Matthews then presented the monthly statistics to the Board and reviewed the details.

The discussion moved to the library card having specific authorizations following training on equipment such as podcasts or maker space.

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 was no new information on this item.

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

Solar panels are on site. Burroughs roof is only 10 years old, so there should be no problems. North roof needs to be replaced.

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

The Burroughs first floor is completed. Director Errichetti directed everyone to the photos in the information packet. The discussion moved back to the maker place and some of the different types of equipment that was available.

Director Errichetti said that one of the problems was the acoustics in the first floor. He suggested that they consider some type of hanging Fabric artwork to absorb sound.

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

Air Quality testing has been done and the results are pending.

- **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 said they had discussed moving funds from the Bank of America and the funds have been moved over to Treasuries at 5%.

**** DIRECTOR ERRICHETTI MOVE TO AUTHORIZE THE TREASURER TO INVEST THE FUNDS IN A HIGH YIELDING INTEREST ACCOUNT WITH THE EXCEPTION OF THE FUNDING NEEDED FOR NEWFIELD AVENUE.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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

No additional information at this time.

❖ **Governance**

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

Director O'Donnell said that he was waiting to hear back from the Staff on the policy recommendations.

❖ **Marketing.**

- **Status regarding meeting with True North and the marketing campaign.**

Ms. Braithwaite said that they had provided True North with information and photos of past events. They also wish to know how long it would take to do a survey. Director Rogo asked if she could sit in on those meeting.

❖ **Personnel**

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

Director Clemons said that she was waiting on updated materials.

REPORT OF FRIENDS OF THE LIBRARY

No report at this time.

NEW BUSINESS

❖ **Status/Action re application for re-appointment by Director Holden.**

Director Clemons said that she had been in contact with Judge Holden. He indicated that he would submit a letter of resignation, but that has not arrived. She suggested that they move him to emeritus status.

**** DIRECTOR CLEMONS SAID THAT HAVING HAD A DISCUSSION WITH JUDGE HOLDEN ON OCTOBER 27TH, 2023 WHERE HE INDICATED HIS INTENTION TO RESIGN FROM THE BOARD, THE BOARD WOULD LIKE RECOGNIZE HIS DECADES OF SERVICE AND DEDICATION TO THE BRIDGEPORT PUBLIC LIBRARY AND ITS PATRONS BY EXTENDING TO HIM, THE STATUS AS EMERITUS DIRECTOR.**

**** DIRECTOR ROGO SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR GREENBERG MOVED THAT THE BOARD BEGIN A SEARCH FILL THE VACANCY LEFT BY THE RESIGNATION OF JUDGE HOLDEN EFFECTIVE NOVEMBER 15, 2023.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti pointed out that the Secretary of State had recommended that the Mayoral vote be held on January 23rd. He said that Ms. Turner-Purves would be filled the vacancy for Director Greenberg. In light of that, the party affiliation would need to be considered. Director O'Donnell said that he would register as unaffiliated.

Director Errichetti said that Judge Holden will technically remain on the Board until his replacement is identified. He added that this was Director Greenberg's last meeting.

Director Greenberg said that there was a great group of people on the Board. Director Errichetti said that Director Greenberg assisted opening three branches.

**** DIRECTOR ERRICHETTI INCLUDED DONALD GREENBERG AS DIRECTOR EMERITUS**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

- **Confirm date for December meeting.**

After a brief discussion, it was the consensus of the Board to meet on the scheduled date of December 20th.

ADJOURNMENT

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

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

S. L. Soltes

Telesco Secretarial Services