

# BRIDGEPORT LIBRARY

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

WEDNESDAY, NOVEMBER 16, 2022  
BURROUGHS BRANCH  
925 BROAD STREET, BRIDGEPORT, CT

**ATTENDANCE:** James O'Donnell, President; Thomas Errichetti, Treasurer; Donald Greenberg, Marcie Patton, Barbara Rogo

**OTHERS:** John Soltis, Assistant City Librarian; Sarah Santos, Administrative Assistant; Nyla Eddy

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

## APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- \*\* DIRECTOR ERRICHETTI MOVED THE MINUTES OF THE OCTOBER 19, 2022 MEETING.**
- \*\* DIRECTOR GREENBERG SECONDED.**

The following correction was noted:

Page 6, under Fines and Fees, paragraph 1, line 1: please change "TOD pointed out that he"

To: "Director Errichetti pointed out that he"

- \*\* THE MOTION TO APPROVE THE MINUTES OF THE OCTOBER 19, 2022 MEETING AS CORRECTED PASSED UNANIMOUSLY.**

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

Director Errichetti reviewed the monthly vouchers totaling \$67,177.70 with the Board Members.

There was a brief discussion regarding the use of the Saden Funds for purchase of Library materials.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE PAYMENT OF VOUCHERS FOR THE SUM OF \$67,177.70.**

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

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

Director Errichetti then reviewed a transfer request from Special Services Freeze to Other Services to cover liability insurance premiums for the Library buildings that had previously been paid for by the City.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE AMOUNT OF \$22,000 TO BE TRANSFERRED FROM THE SPECIAL SERVICES FREEZE BUDGET LINE TO THE OTHER SERVICES BUDGET LINE.**

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

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

Director Errichetti then reviewed the transfer request for \$20,000 from the Publications Budget Line to the Library Supplies Budget Line to cover the purchase of Library supplies.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE AMOUNT OF \$20,000 TO BE TRANSFERRED FROM THE PUBLICATIONS BUDGET LINE TO THE LIBRARY SUPPLIES BUDGET LINE.**

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

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

**UNFINISHED BUSINESS**

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

Director O'Donnell said background checks on the potential Board Appointments were moving forward.

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

There was no new information on the Construction Manager at this time.

**❖ 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.**

Mr. Soltis presented a database spreadsheet showing the recent incidents. The Board requested that the list be sorted by location. It was discovered there was a problem with the steps at Newfield. Discussion followed.

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

There was no update at this time.

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

There was no update at this time.

**CORRESPONDENCE AND COMMUNICATIONS**

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

**CITY LIBRARIAN REPORT**

**❖ Presentation by staff**

The staff reports were included in the Board information packet.

**COMMITTEE REPORTS:**

**❖ Buildings**

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

Director Errichetti gave a general update on Newfield and stated that the grant application and paperwork had been filed with the State.

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

Director Errichetti explained that Ms. Braithwaite had scheduled a meeting with Antinozzi.

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

Director Errichetti reported that all the furniture is in and a few pieces need to be replaced. It was discovered that French door refrigerators are positioned against a solid wall, which prevents the doors from opening properly. Those will be moved elsewhere and more traditional refrigerators will be purchased.

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

The Solar panels should be hooked up in January.

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

There is no update at this time.

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

Director Errichetti stated that David has continued to work on various jobs and projects.

- ❖ **Finance**

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

Director Errichetti said there was no additional information other than the payroll savings.

- ❖ **Governance (Nominations)**

- **Review/Action to adopt Library Resource Use and Borrowing Policy**

Director O'Donnell said that there was more tinkering that needed to be done, but would like to have the Borrowing Policy. The discussion covered:

- Whether Bibliomation could automatically renew material if the material was

late and there are no holds on it.

- Suspension of library privileges, including computer use and ebooks.
- The number of items that an individual could check out.
- Clarification on the definition of "responsible adult"

**\*\* DIRECTOR ERRICHETTI MOVED TO ADOPT THE POLICY WITH THE CHANGES AS DISCUSSED.**

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

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

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

Director O'Donnell said that the Committee is reviewing recruitment.

- **Status/Action re process for updating Strategic Plan and Goal Metrics.**

Director O'Donnell gave a brief overview of the discussion.

❖ **Marketing Committee**

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

No report at this time.

❖ **Personnel**

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

No report at this time.

**REPORT OF FRIENDS OF THE LIBRARY**

Director Errichetti said that he had found another group that had merged the Friends into a Foundation. If that doesn't happen, he will liquidate the Friends at the end of 2023.

He then updated the Board regarding the status of the Literacy Program. He noted that they may need to add to the volunteers in the near future.

**NEW BUSINESS**

- ❖ **Community engagement ideas and options.**

Director O'Donnell said that he would like this to be discussed at the informal Board retreat.

❖ **Review/Action to adopt Calendar of Meetings for 2023.**

The Board reviewed the proposed 2023 Board and Committee Meeting Calendar.

**\*\* DIRECTOR GREENBERG MOVED THE APPROVE THE PROPOSED 2023 BOARD AND COMMITTEE MEETING CALENDAR.**

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

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

❖ **Review/Action re date and location for December Board Meeting.**

The December Board meeting is scheduled for December 21st.

**ADJOURNMENT**

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

**\*\* DIRECTOR ERRICETTI SECONDED.**

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

The meeting adjourned at 7:06 p.m.

Respectfully submitted,

S. L. Soltes

Telesco Secretarial Services