

# BRIDGEPORT LIBRARY

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

NOVEMBER 17, 2021  
AT BURROUGHS/SADEN LIBRARY

**ATTENDANCE:** James O'Donnell, President; Kenya Osborne-Gant; Vice President; Jeanette Muñoz Allam; Donald Greenberg, Judge Wm. Holden, Marcie Patton, Barbara Rogo, Thomas Errichetti, Secretary/Treasurer (6:03 p.m.); Denise Clemons, Assistant Secretary (6:04 p.m.)

**OTHERS:** Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Sarah Santos, Administrative Assistant; Nykia Eaddy, Newfield Branch Manager; Vivian Bordeaux, Burroughs Branch

## **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 HOLDEN SECONDED.**  
**\*\* THE MOTION PASSED UNANIMOUSLY.**

## **UNFINISHED BUSINESS.**

### **• Status/Action re American Rescue Plan Programs grants**

Ms. Braithwaite said that there was nothing that they needed to do at this time. She said that there would be a third round of grant funding. She would like to request 300 refurbished computer and 200 refurbished laptops.

*Director Errichetti joined the meeting at 6:03 p.m.*

Ms. Braithwaite said that she would use the devices to create a digital Navigator program and gave a brief overview of the program.

*Director Clemons joined the meeting at 6:04 p.m.*

**\*\* DIRECTOR ROGO MOVED TO EXPLORE A DIGITAL PROGRAM TO PROVIDE ADDITIONAL RESOURCES.**

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

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

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

Director Errichetti reviewed the vouchers with the Board Members.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE BOARD VOUCHERS AS PRESENTED IN THE AMOUNT OF \$199,062.41.**

**\*\* JUDGE HOLDEN SECONDED.**

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

Director Errichetti reviewed the payroll variances. He noted that there were two payouts for employee that were retiring.

**\*\* DIRECTOR GREENBERG MOVED TO APPROVE THE PAYROLL VARIANCES AS PRESENTED.**

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

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

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS.**

**\*\* JUDGE HOLDEN MOVED TO APPROVE THE MINUTES OF THE PREVIOUS MEETING.**

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

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

*Mr. Soltis joined the meeting at 6:05 p.m.*

**UNFINISHED BUSINESS CONT'D.**

- **Status/Action re request by FEMA for use of Community Room.**

Ms. Braithwaite gave a brief report on FEMA using the Community Room, which started on Friday and is going well.

**\*\* DIRECTOR CLEMONS MOVED TO APPROVE THE USE OF COMMUNITY ROOM BY FEMA.**

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

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

- **Status/Action re MOU by City Attorney re staffing and purchasing issues**

There was no update on this item.

### **CORRESPONDENCE AND COMMUNICATIONS**

Director O'Donnell announced that Ms. Gail Johnson, a former longtime Library employee had passed away. He requested a moment of silence and at the conclusion of that silence said that a sympathy card would be sent to the family.

### **CITY LIBRARIAN REPORT.**

Ms. Braithwaite gave an overview of her report. Director Errichetti noted that the North Branch was administering the shots in the building. Ms. Braithwaite said that Council President Aidee Nieves had contacted her and requested space to give out shots. Discussion followed.

Ms. Braithwaite said that there was an incident on Saturday during the special board meeting. She said that Deputy Police Chief Baraja had been contacted about a member of the public who had hacked into the Zoom call and become disruptive. Ms. Braithwaite then reviewed the details for managing the Zoom calls with the Board Members.

### **BUILDINGS.**

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

Ms. Eaddy announced that the Newfield furniture has been installed. There may be a need to delay the December opening. She distributed a punch list and a document listing concerns such as damaged furniture.

Director Clemons said that she had been at the Newfield Branch earlier in the day and there were numerous issues with the building. She added that at the East End NRZ, Anthony had said that the library would be opening in December.

- **Status/Action re construction of Upper East Side**

Construction has begun. Director Errichetti said that he would email a November construction report that arrived earlier in the day to the Board Members. Ms. Braithwaite have had

conversations with the State regarding the Upper East Side Grant. Director Errichetti said that they would need to bond for \$5.1 million and expect to receive \$1 million from the State. Mr. Flatto wants a guarantee from the Board they will cover the potential shortfall if the State does not allocate the funds.

**\*\* DIRECTOR ERRICHETTI MOVED TO GUARANTEE THAT THE LIBRARY BOARD WILL COVER THE SHORTFALL IF THE STATE DOES NOT ALLOCATE THE EXPECTED \$1 MILLION IN FUNDING.**

**\*\* DIRECTOR OSBORNE-GANT SECONDED.**

**\*\* THE MOTION PASSED WITH SEVEN (7) IN FAVOR (OSBORNE-GANT, ERRICHETTI, MUÑOZ ALLAM, GREENBERG, HOLDEN, PATTON, AND ROGO) AND ONE (1) WAS OPPOSED (CLEMONS).**

Director Errichetti stated that one step may have been missed in the bidding process (the bid was not given to the State Library to approve before it was released) and explained that Ms. Braithwaite has a good relationship with the State and they have been working with the Library to resolve the oversight so that we do not lose the grant.

There were three items that were requested for the meeting, one of which was the City requesting the architect conform to the bid specs to the architectural design. Director Errichetti spoke with Mr. Anderson of the Downes Construction Company and they will do this.

The second item was a request for the guarantee that the Board will cover the shortfall if the State does not allocate the money.

The third item Director Errichetti was a bid summary for the contractors selected by Downes. Director Errichetti will be requesting that information from Downes.

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

A walkthrough occurred and bids by Architects are expected in early December. A bid for project manager for both Upper East Side and Lower East Side has also been issued.

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

Director Errichetti said that he was completing additional paperwork on that project.

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

Director Errichetti said that they were still waiting on the Fire Marshal. He said that they were deferring the teen center until Newfield is open. Ms. Braithwaite noted that there are safety concerns on the first floor at the circulation desk.

### FINANCE

- **Status/Action re 2021/2022 Budget.**

Director Errichetti said they had already discussed the largest budget variance in payroll earlier in the meeting. There do not appear to be any other major variances at this time. Director Errichetti then gave a brief update about the maintenance at Black Rock.

- **Status/Action regarding proposal re library fines.**

Director Errichetti said that Mr. Soltis had asked about eliminating Library fines. Director Errichetti said that now all the libraries have after hours drop off, so there is no excuse. Ms. Braithwaite said nationally, patrons perceive the fine elimination as favorable. She listed a number of very large cities that have removed the fines. Director Errichetti asked Ms. Bordeaux if the overdue letters were going out from Bibliomation. She said that there was some instances where the books were not returned. Discussion followed. Mr. Soltis and Ms. Bordeaux will be providing an aging of fines for the Library Board to evaluate what income will be forgiven if fines are waived and/or eliminated going forward.

### GOVERNANCE

- **Status/Action re revision of comprehensive Policy Manual**

Director O'Donnell said that the Staff Policy Committee would meet in January.

- **Status Report on compliance with Strategic Plan**

Director O'Donnell said that they were in compliance with Strategic Plan and the state report had reflected the increased usage.

- **Recommendation re approval of proposed By-Law Revisions.**

Copies of the Bylaws were included in the packet. A typo was noted in the certification. Director O'Donnell also requested the inclusion of the word "the" at a specific location.

Director O'Donnell gave a brief overview of the changes in the bylaws including the ability to compose a quorum determined by the remaining number of Board Members if there was a sudden vacancy on the Board.

**\*\* DIRECTOR O'DONNELL MOVED TO APPROVE THE PROPOSED BY-LAWS AS AMENDED.**

**\*\* JUDGE HOLDEN SECONDED.**

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

- **Recommendation/Action re resolutions to adopt calendar of meetings for 2022, Define Officers and establish Committees.**

Director O'Donnell pointed out that there was an overlap of deadline dates that did not include the January meeting. He explained how this issue had been addressed. He also requested that the Governance Committee become an ad hoc committee and Marketing become a regularly scheduled committee.

**\*\* DIRECTOR ERRICHETTI MOVED TO ADOPT THE 2022 CALENDAR OF MEETINGS WITH THE CHANGE OF SUBSTITUTING THE MARKETING COMMITTEE FOR THE GOVERNANCE COMMITTEE.**

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

**\*\* DIRECTOR ERRICHETTI MOVED TO CREATE THE MARKETING COMMITTEE AS A STANDING COMMITTEE TO MEET ON THE WEDNESDAY BEFORE THE BOARD MEETING.**

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

#### **Define Officers**

Director O'Donnell said that according to the traditional set up, there was a position that was the combined Secretary/Treasurer. The Governance Committee suggested that the Board change this to separate the offices of Secretary/Treasurer, and eliminating the Assistant Secretary.

**\*\* DIRECTOR O'DONNELL MOVED TO NOMINATE DIRECTOR CLEMONS AS THE SECRETARY FOR THE BOARD.**

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

**\*\* THERE WAS A MOTION TO CLOSE THE NOMINATIONS FOR SECRETARY OF THE BOARD.**

**\*\* THERE WAS A SECOND.**

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

**\*\* DIRECTOR O'DONNELL MOVED TO APPOINT DIRECTOR CLEMONS AS THE SECRETARY FOR THE BOARD.**

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

Director Errichetti reminded everyone that they had to file with Town Clerk proof of residency by January 31st.

*Director Rogo left the meeting at 7:05 p.m.*

### **PERSONNEL**

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

Director Clemons said that the Personnel Committee had some good discussion about the job descriptions. In January they will review the agenda item.

### **MARKETING COMMITTEE**

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

Mr. Soltis said he finished the scoring and he would be having another discussion with the head of Purchasing. They hope to have the item on the December Purchasing Agenda. Discussion followed about the selection process.

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

Director Errichetti said that the Friends did not receive ARRP Grant and the Literacy Program from the Rotary grant was also not awarded. He hopes to get a smaller amount. The garage is opened. A grant of almost \$5,000 has been awarded for the chess program.

**\*\* DIRECTOR ERRICHETTI MOVED TO ADD AN ITEM TO THE AGENDA REGARDING THE ERATE**

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

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

Ms. Braithwaite gave a brief overview about the for e-rate. She explained that there was a tight timeline and that there was no RFP at this time, but wished to get the ball rolling. Director Errichetti said that the Board would be paying the electrical and 50% of the overall cost. Ms. Braithwaite said that she was not asking for a dollar amount at this time.

**\*\* DIRECTOR ERRICHETTI MOVED TO PURSUE THE E-RATE OPPORTUNITY FOR INFRASTRUCTURE IMPROVEMENTS WITH THE ACKNOWLEDGEMENT THAT COST RANGE COULD BE BETWEEN \$50,000 AND \$75,000.**

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

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

**NEW BUSINESS**

- **Executive Session discuss pending claims per CGS §1-200(6)(B).**

**\*\* DIRECTOR ERRICHETTI MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS PER CGS §1-200(6)(B).**

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

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

The Board Members and Ms. Braithwaite entered into Executive Session at 7:24 p.m. to discuss pending claims. They returned to Public Session at 7:40 pm. No actions were taken or motions made during Executive Session.

**ADJOURNMENT.**

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

**\*\* DIRECTOR HOLDEN SECONDED.**

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

The meeting adjourned at 4:45 p.m.

Respectfully submitted,

S. L. Soltes

Telesco Secretarial Services