

DRAFT SUBJECT TO REVIEW AND APPROVAL AT A SUBSEQUENT MEETING

MINUTES OF SPECIAL MEETING OF THE LIBRARY BOARD OF DIRECTORS

North Branch Library

3455 Madison Avenue, Bridgeport, CT

Held Saturday, March 14, 2020 at 11:30 a.m.

Present: Directors Jeanette Munoz Allam, Denise Clemons, Anne Cunningham, Thomas Errichetti, Donald W. Greenberg, Hon. William Holden, Kenya Osborne-Gant (via telephone) and James E. O'Donnell

Also, in Attendance: City Librarian Elaine Braithwaite and Library staff members Paula Keegan, Sara Santos and John Soltis.

Call to Order

Director O'Donnell called the meeting to order at 11:31 a.m.

MOTION - to approve the agenda; made by Director Errichetti, seconded by Director Holden, adopted unanimously.

Director O'Donnell requested City Librarian Braithwaite to present the current status of coordination with staff and city officials regarding operational concerns presented by the current health crisis from the Covid-19 coronavirus pandemic. City Librarian Braithwaite reviewed her engagement and coordination with City officials and other liaisons and presented a recommendation for planning continued response to changing conditions that would involve facilities being closed to the public with staff working behind the scenes to engage in deep cleaning of facilities while increasing online and other virtual presence and activities for public to access remotely. The Board discussed alternative programming that could be provided virtually and the relative merits of setting a definitive date or ongoing assessment as conditions become clearer to consider re-opening facilities to the public.

MOTION - to close all library facilities to the public until further notice; made by Director Errichetti, seconded by Director Greenberg, adopted unanimously.

MOTION - to waive fines for late materials and announce to the public that no fines will accrue while library facilities are closed to the public; made by Director Errichetti, seconded by Director Greenberg, adopted unanimously.

In light of the decision to close library facilities to the public concern was expressed regarding the inability to provide public access for the regular Board meeting scheduled for March 18, 2020. In light of the separate access to the community room at North Branch that would not require access through the building, if limited

to 50 people the meeting could be held at North until alternative meeting arrangements through virtual means are confirmed.

MOTION - to tentatively schedule the March regular monthly meeting to be held Wednesday, March 18, 2020 at 6 p.m. at the North Branch Community Room rather than at Burroughs-Saden, made by Director Cunningham, seconded by Director Holden, adopted unanimously.

Director Errichetti reported on his discussions with Contractor Anthony Stewart regarding design decisions for the exterior of the Newfield Branch which now has a mockup of the alternative option to complete the sections between windows on the Revere Street and rear sides of the new construction.

MOTION - to accept the Building Committee recommendation to complete the exterior portions between the windows "white" as now exists in the mockup example rather than make further attempts to color the areas as originally proposed with the metal cladding that is not available; made by Director Errichetti, seconded by Director Holden, adopted unanimously.

Director Errichetti also presented urgent financial recommendations while purchase order data is being prepared to approve vouchers relating to roof drain repairs in the approximate amount of \$142,000.00 and carpet replacement at Burroughs-Saden in the approximate amount of \$100,000.00 consistent with bids received for such that would enable such work to be completed while the facility is closed to the public and to authorize line item transfers to accomplish such payments and to ratify such actions at alter meeting.

MOTION - to transfer the sum of \$175,000.00 from the Salaries account line which has sufficient unexpended funds to the Building Maintenance account line; made by Director Errichetti, seconded by Director Greenberg, adopted unanimously.

MOTION - to transfer the sum of \$50,000.00 from the Publications (Books and Periodicals account line (which can be augmented with funds from Saden Trust income) to the Building Maintenance account line; made by Director Errichetti, seconded by Director Greenberg, adopted unanimously.

MOTION - to authorize vouchers to be paid from the Building Maintenance account line in an amount not to exceed \$142,000.00, subject to verification and ratification, for roof drain repairs at Burroughs-Saden and in an amount not to exceed \$100,000.00, subject to verification and ratification for carpet removal, remediation and replacement at Burroughs-Saden; made by Director Errichetti, seconded by Director Greenberg, adopted unanimously.

There being no further business,

MOTION – to adjourn, made by Director Greenberg, seconded by Director Holden, adopted unanimously.

at which point the meeting adjourned and ended at 12:45 p.m.

Respectfully submitted

James E. O'Donnell
Secretary, Pro Tem