

BRIDGEPORT LIBRARY

Board of Directors Regular Meeting

Wednesday, March 19, 2025

ATTENDANCE: James E. O'Donnell, President; Kenya Osborne-Gant, Vice President;
Thomas R. Errichetti, Treasurer; Denise Clemons, Secretary;
Jeanette Munoz Allam; Marcie J. Patton; Barbara A. Rogo; and Blanca Bermeo

STAFF: Elaine Braithwaite, City Librarian
Laura Matthews, Assistant City Librarian Sara
Santos, Administrative Assistant

CALL TO ORDER

Director O'Donnell called the meeting to order at 6:03 p.m. A quorum was present at the time of the roll call.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

****DIRECTOR ERRICHETTI MOTIONED TO APPROVE THE FEBRUARY 19, 2025 MEETING.**
****SECONDED BY DIRECTOR ROGO.**
****THE MOTION PASSED UNANIMOUSLY.**

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

Director Errichetti shared the vouchers that equal to \$48,684.93.

****DIRECTOR ERRICHETTI MOTIONED TO APPROVE THE VOUCHERS TOTALING \$48,684.93.**
****SECONDED BY DIRECTOR CLEMONS.**
****THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti carried on to the Budget Transfer Request. In regards to the Budget Transfer Request, Director Errichetti explained the current status of change orders for the East Side Renovation, which resulted in a need for money to be transferred to Construction Services.

****DIRECTOR ERRICHETTI MOTIONED TO APPROVE THE LINE ITEM TRANSFER OF \$95,745.00 FROM SURPLUS TO CONSTRUCTION SERVICES.**
****SECONDED BY DIRECTOR CLEMONS.**
****THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti continued on to share the payroll variance year to date. The variance showed a slight deficit.

UNFINISHED BUSINESS

Status/Report of public roll out of Library App

Ms. Braithwaite reported that there have been no changes. Dinormous and TrueNorth will be consulted to coordinate a plan for use of the different logo elements and the rollout to the public.

Status/Report on disposition of former bookmobile

Director Errichetti reported that a representative for GovDeals, who is set to dispose of the bookmobile via auction, asked for additional documentation that we do not possess. David Otero will report this information to GovDeals so that we can move forward.

CORRESPONDENCE AND COMMUNICATIONS

Ms. Braithwaite shared the Friends of CT Libraries newsletter. Director Errichetti offered to take the letter, but stated that they may not be ready to join yet.

Ms. Braithwaite also shared that CIRC sent communication that they are looking for a volunteer ambassador to assist their clients with navigating Library services. She informed the Board that we can designate staff to work in this capacity with CIRC.

Director O'Donnell stated that he reached out to Fidelity regarding Ms. Cornell's estate, but they have not yet gotten back to him so he will follow up again.

CITY LIBRARIAN REPORT

Ms. Braithwaite shared a bookmark created for the public with information regarding the charettes. Staff are handing out these bookmarks inside the Libraries as well as at outreach events. They are also being shared with area businesses and community partners.

It was also reported that many interesting events were held in celebration of Black History Month and that staff has been working to put out comprehensive calendars for different programmatic themes that occur throughout the year. Other updates about February included that the final Klein concert with Rhonda Denet attracted approximately 250 people and the BOE concluded their forums at the Libraries.

Ms. Braithwaite also shared that the donor arm of Comcast has earmarked about \$20,000 for the Library. She and Brian Remigio will be pursuing this opportunity.

Another update included that small groups of staff will be attending CLA and ALA in Philadelphia.

Tanarha Smith-Dixon and Jeffrey Coutts have been working with Mike Roer to coordinate the Center for Innovation and Entrepreneurship. The partnership is going well. Mike Roer is donating about \$2400 for supplies for the Center. The Friends of the Bridgeport Public Library will work with the Center for Innovation and Entrepreneurship to identify and apply to relevant grants. Mike Roer also donated a collection of items related to the history of baseball in Bridgeport, which the BHC is processing. Director O'Donnell reported that he was approached by Mike Daly who

is interested in doing an event featuring Bernie Crowley's book on James O'Rourke. Director O'Donnell will provide a contact that will be given to Michael Bielawa so that he can pursue this opportunity.

COMMITTEE REPORT

BUILDINGS

Status/Action re: East Side Branch Phase II project

Director Errichetti stated that the permit was issued. He recommended that the Board defer the work that was set to be done to the basement for public purposes. This would help with the schedule and the work can be done later if needed. Public access to the basement has become an issue because there needs to be direct access from the basement to the street. The elevator to the basement will remain as well as the electrical and HVAC plans.

****DIRECTOR ERRICHETTI MOTIONED TO DEFER ANY PUBLIC ACCESS RELATED IMPROVEMENTS TO THE BASEMENT.**

****SECONDED BY DIRECTOR CLEMONS.**

****THE MOTION PASSED UNANIMOUSLY.**

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

Director Errichetti reported that solar is functional at Burroughs-Saden Library and he will evaluate the bills to determine cost savings. There will be an update on North soon.

Status/Action re: Burroughs/Saden 1st Floor changes and acoustics

Director Errichetti reached out to the artist working on the 1st Floor panels and it was reported that they would be complete next week. Afterwards David Otero will evaluate the acoustics.

Status/Action re: report of David Otero re other facility issues

Director Errichetti reported that many of the other projects will be held off until FY26. These include the Black Rock façade, the North flooring, and elevator work.

FINANCE

Review of 2025-26 budget planning and CAFR status

Director Errichetti shared that Ms. Braithwaite will have budget numbers for the April Finance Committee Meeting. She will meet with Director Errichetti before then. The budget will be about \$80,000 less than the current budget. Next year the COB budget reevaluation will occur.

Director Errichetti clarified that Ken Flatto moved the \$2.4 million needed for the East Side from Surplus.

GOVERNANCE

Status/Action re: Strategic Plan revision and public forums

Ms. Braithwaite will put together a PowerPoint to review the Library's current strategic plan and outline

resources and assets. This will serve as the intro to the charrettes. Afterwards the charrette participants will be asked targeted questions. April's Governance Committee meeting will address the survey questions.

Status/Action re: proposed policy revisions

Ms. Matthews stated that the Board of Director's revisions have now been incorporated into the two policy drafts. After discussion, it was determined the video/photography section of the Code of Conduct and Exclusion Policy will be revised and presented to the Governance Committee.

****Committee recommendation to approve Children's Policies**

MARKETING

Status/Action re True North logo and marketing strategies

Ms. Braithwaite confirmed that the intention remains to have the Marketing Plan with TrueNorth concluded by July 1. She also confirmed that she would crossout any reference to FY26 before signing the contract with Dinormous. The contract will commit to three months of service (April-June). The Board and Staff will evaluate the situation and determine how to proceed for FY26. Ms. Braithwaite will resend the scope documents she received from Dinormous to the Board. The Board would like more specificity as to metrics and deliverables before making any decisions about FY26.

Use of Project:Play2Learn games as marketing tool

Ms. Matthews reported that Bina Williams suggests allocating 50 games per Branch to be used with the 1000 Books before Kindergarten program.

PERSONNEL

Status/Action re: table of organization/job descriptions

The table of organization will be reviewed in conjunction with the budget.

Status/Action re: City Librarian evaluation and metrics

Director Clemons reported that the evaluation is almost complete. She and Director O'Donnell will meet and then they will schedule a meeting with Ms. Braithwaite.

REPORT OF FRIENDS OF THE LIBRARY

Director Errichetti stated that the Friends created a flyer for volunteer opportunities, including working in the garage, scanning books, tutoring for Literacy Volunteers, and assisting with their barbershop program. At their meeting, the group also discussed recruiting new members and opportunities for members to take on new roles.

NEW BUSINESS

Discussion re review of potential Goals and Objectives

Director O'Donnell reported that goals and objectives for the new strategic plan will be informed by the surveys and public forums and will be discussed further at the committee meetings.

Discussion re planning for centennial of Burroughs/Saden

Director O'Donnell stated that the centennial anniversary for Burroughs-Saden Library will be in 2027 and the Board of Directors should start thinking about the future of the Burroughs-Saden Library and how we can celebrate its past.

ADJOURNMENT

****DIRECTOR CLEMONS MOTIONED TO ADJOURN.**

****DIRECTOR ERRICHETTI SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:23 p.m.

Respectfully submitted,

Laura Matthews, Assistant City Librarian