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**Minutes of the Regular Meeting of the Board of Directors
April 15, 2026**

ATTENDANCE-Board of Directors

James E. O'Donnell, President – in person at 6:12 p.m.
Kenya Osborne-Gant, Vice President – in person
Thomas R. Errichetti, Treasurer - in person
Denise Clemons, Secretary – in person at 6:14 p.m.
Jeanette Muñoz-Allam – in person
Blanca Bermeo – Absent
Marcie J. Patton – in person at 6:12 p.m.
Barbara A. Rogo – in person
Kathleen E. Turner – in person

Others Present:

Elaine Braithwaite, City Librarian – in person
Sara Santos, Administrative Assistant – in person
Margaret Girigis, Black Rock Branch Manager – in person

CALL TO ORDER: Vice President Kenya Osborne-Gant called the meeting to order at 6:05 p.m.
PUBLIC COMMENTS: None.

ADOPTION OF AGENDA - MOTION was made by Director Errichetti.
Seconded by Director Rogo.
Result: MOTION passed unanimously.

APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION: Made by Director Errichetti.
Second: Director Rogo.
Abstained: Director Turner.
Result: Passed.

PAYMENT OF INVOICES

Director Errichetti made the **MOTION** to approve vouchers totaling \$5,812.68 from General Funds for various line-item expenditures.
Second: Director Patton.

Result: Passed.

(3) LINE-ITEM TRANSFERS:

\$25,000.00 from 56998 Special Services Freeze to 56045 Building Maintenance.

MOTION: Made by Director Errichetti.

Second: Director Rogo.

Result: Passed.

\$8,000.00 from 56998 Special Services Freeze to 53130 Electric Utility Services.

MOTION: Made by Director Errichetti.

Second: Director Rogo.

Result: Passed.

\$35,000.00 from 55055 Computer Equipment to 53130 Electric Utility Services.

MOTION: Made by Director Errichetti.

Second: Director Rogo.

Result: Passed.

* Note: Higher-than-usual electricity usage at the East Side Branch Library is likely related to ongoing construction and renovation work, which correlates with the higher-than-normal invoices.

Payroll variance (favorable): \$85,925.70.

UNFINISHED BUSINESS

Status/Report on Council approval of Board Appointments – No updates at this time.

- **Action Item:** The Board requested that the City Librarian investigate the matter concerning board appointments and provide an update as to the delay.

Status/Report on Planning for the Burroughs-Saden Centennial: The Committee is concluding its work on "America 250" and will next shift its focus to the Burroughs-Saden Centennial.

Status/re Library Card issuance and school coordination – After a lengthy discussion about a new library card design, a **MOTION** was made to present a basic design—featuring the new logo, website, and phone number—at the next Board meeting. This will allow distribution to proceed while a more comprehensive design is developed.

The **MOTION** was made by Director Clemons.

Seconded by Director Rogo.

Opposed: Director Osborne-Gant and Director Patton.

Result: Passed.

The third-grade class visits wrapped up at the end of March. While the program required significant re-arranging and coordination, it proved to be a great success overall. This effort was a collaborative partnership between the Bridgeport Public Library and the Board of Education.

CORRESPONDENCE AND COMMUNICATIONS – No correspondence or communications were received.

CITY LIBRARIANS REPORT – Read the enclosed City Librarian’s report for details.

Review of Monthly statistics and presentation by staff – No staff presentations were given, and the monthly statistics were not reviewed.

COMMITTEE REPORTS

Status/Action – East Side Branch Phase II Project and Funding Issues: The board reviewed and discussed draft language for a commemorative plaque that will be placed at the East Side Branch Library. Edits were suggested to improve clarity, grammar, and conciseness, including reducing repetitive references and ensuring proper punctuation.

A **MOTION** was made by Director Errichetti to approve the plaque language as amended.
Second: Director Clemons.
Result: passed.

Status/Action re Burroughs/Saden 1st Floor changes and acoustics – At a recent meeting with the firm Creative Library Concept, the Assistant City Librarian received space-planning recommendations and multiple floor plan options for the project.

- **Action Item:** The Board asked that the library staff review the proposed space-planning recommendations and floor plan options, identify a preferred option, and present a recommendation at next month’s Building Committee meeting.

Status/Action re report of David Otero re other facility issues – No other facility issues were discussed.

FINANCE

Review of 2025–26 budget planning and CAFR status – The board reviewed the FY27 proposed library budget. It was noted that the prior year’s budget was just under \$10 million, while the city has allocated approximately \$12,275,063.00 for the upcoming fiscal year.

The Board discussed a proposed allocation of approximately \$672,000.00 to support library services for the Board of Education. It was explained that the City intends to use these funds to provide library services in local schools, including support for multiple high schools and elementary schools.

Board members expressed concern regarding the structure of this proposal, particularly:

- Whether funds would be used to hire staff under another city department’s payroll.
- Compliance with statutory requirements that library funds be used exclusively for public library services.
- Potential long-term financial and operational implications.

Alternative approaches were discussed, including providing services directly (i.e. mobile library services or program-based support) rather than funding external staffing.

It was noted that additional clarification from the City is needed, and that a formal agreement (MOU) is expected to be developed outlining the proposed arrangement.

A request was made for an ad hoc committee; the designated members, both with educational expertise, are to collaborate on developing a proposal outlining services that could be provided to city schools. The group is expected to identify and define potential program offerings and support initiatives for presentation to the library board. It was noted that the proposed scope of services should align with the allocated budget of \$672,000.00.

Director Errichetti made the **MOTION** to approve the budget amount of \$672,000.00 for library services to the BOE.

Second: Director Rogo.

Result: Passed.

The Board Treasurer briefly discussed the library's endowment funds and noted that certain endowment funds are subject to donor restrictions on use.

GOVERNANCE

Status/Action – Strategic Plan Revision: A draft of the Strategic Plan framework, including goals and objectives, was presented for initial review. The draft was developed using prior library Strategic Plans as well as examples from comparable institutions. The discussion included the possible addition of language addressing future developments to be outlined in the library's master plan, including expansion options such as a potential new Reservoir Branch.

Status/re proposed policy revisions – There were no proposed policy revisions at this time.

MARKETING COMMITTEE

Status/Action re promotional marketing options – The Marketing Chair announced an in-person working session (retreat) scheduled for May 2 from 10:00 a.m. to 12:00 p.m. at the Beardsley Branch to finalize the marketing plan.

Board members will collaborate to set priorities and implementation strategies. A draft of strategic and marketing materials will be shared in advance to support an efficient working session. The marketing plan will serve as a supporting framework aligned with the strategic plan, focusing on communication and advancing the library's goals.

PERSONNEL

Status/Action re table of organization / job descriptions – An update was provided regarding ongoing communication with external partners related to social services support. A recent discussion with a supervisory contact was described as productive, with openness expressed toward improving coordination

and communication. It was noted that the Social Worker's schedule will change to provide coverage at the Health Department.

There are no new job vacancies to report at this time.

It was clarified that the City Librarian has the discretion to determine whether to use previously established evaluation goals or newly developed goals, with a decision to be communicated prior to the next Personnel Committee meeting.

REPORT OF THE FRIENDS OF THE LIBRARY- The previously discussed food truck community event, scheduled for April 25, is unlikely to take place. It was noted that there has been limited communication regarding the event and no visible publicity to date. As a result, the status of the event remains uncertain.

NEW BUSINESS

Plan All-Staff meeting for strategic plan review and discussion –The all-staff meeting to review and discuss the Strategic Plan will be scheduled after the Library Board finalizes it.

Review and approval of the E-Rate bid with Kellogg & Sovereign for FY2027 – This was approved at the previous board meeting.

Parking Lot Proposal Discussion- The Board discussed a proposal from a neighboring property owner near the East Side Branch Library regarding shared use and potential redevelopment of the branch's adjacent parking lot. The proposal would reconfigure the lot to increase parking capacity and establish a shared access arrangement.

Board members discussed potential benefits, including increased parking availability, improved use of underutilized space, and support for area economic development. Concerns were raised including operational and enforcement challenges, safety and liability issues, as well as compatibility with library hours.

It was noted that a financial contribution had been discussed previously, though details remain unclear. While opinions varied, the board agreed that additional information—including draft plans and proposed agreement terms—is needed before deciding. Further exploration of the proposal will continue.

Director Errichetti made the **MOTION** to go into Executive Session at 7:19 p.m.

Second: Director Clemons.

Result: passed unanimously.

The Executive Session concluded at 7:42 p.m. With no further discussion, Director Clemons made a **MOTION** to adjourn at 7:43 p.m.

Seconded by Director Rogo.

Result: **MOTION** passed unanimously.

Respectfully submitted by

Sara Santos, Administrative Assistant