

BRIDGEPORT LIBRARY

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

April 21, 2021 Minutes

ATTENDANCE: James O'Donnell, President; Kenya Osborne-Gant, Vice President; Thomas Errichetti, Secretary/Treasurer; Anne Cunningham, Assistant Secretary; Denise Clemons, Donald Greenberg, Dr. Marcie Patton; Jeanette Muñoz Allam

OTHERS: Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Sara Santos, Administrative Assistant; City Clerk Lydia Martinez, Wayne Winston, Tara Figueroa, Cristine Vazquez-Perez

WELCOME AND CALL TO ORDER & ADOPTION OF AGENDA

Director O'Donnell called the meeting to order at 6:04 p.m. He called the roll and announced a quorum was present. He noted that Dr. Patton had not yet been confirmed by the Bridgeport City Council.

**** DIRECTOR ERRICHETTI MOVED TO ADOPT THE AGENDA AS PRESENTED.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director O'Donnell asked to delay item 2 on the agenda until the presenter (Mr. Wayne Winston) arrived and to move on to the next agenda item.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS.

**** DIRECTOR CLEMONS MOVED TO APPROVE THE MINUTES FOR MARCH 17, 2021.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION TO APPROVE THE MARCH 17, 2021 MINUTES AS SUBMITTED PASSED UNANIMOUSLY.**

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

Director Errichetti reviewed the invoices with the Board Members.

****DIRECTOR CLEMONS MOVED TO APPROVE THE VOUCHERS FOR \$229,320.12 AS PRESENTED**

Tentative Board Vouchers April 21, 2021			
#	Vendor	For	Amount
1	All American Waste	remaining balance	70.95
2	Aquarion	Testing at North	135.00
3	Aquarion	2534-3538 E. Main Street-scheduled to be shut off 4/22/21	608.00
4	Baker & Taylor	Library Materials	20,000.00
5	Bibliomation	IT services, \$70/hr	6,000.00
6	Bibliomation	(30) receipt printers upgrade to work w/ new computers	10,656.00
7	Dell	Laptop for Accounting Clerk	1,800.00
8	Dell	(90) computers w/ monitor @ \$1,000/ea	90,000.00
9	Dell	(90) Microsoft Office Standard licenses	27,000.00
10	Demco	Media Kits-multiple locations estimate	2,900.00
11	Demco	(24) Acrylic Barriers for 2nd floor	2,040.00
12	Edgerton	Invoice 603655 Boiler repair	1,929.74
13	HP or WB Mason	(5) HP 554dn Laser Jet printers \$560/ea	2,800.00
14	Leaf	copier at Circ 3 of 5 yr lease	1,473.00
15	Midwest Tape	Library Materials (AV materials)	5,000.00
16	Multiple Vendors	Office Supplies remainder of FY21	7,000.00
17	Multiple Vendors	Library Supplies remainder of FY21	5,000.00
18	N/A	(2) Composite wood picnic tables for Burroughs	2,000.00
19	Summer Orlando	Drag Queen Story time June 23, 2021	300.00
20	The Hartford	Insurance	10,984.00
21	Voice New England	Phones at East Side March-June 2021	65.53
22	Voice New England	Invoice 1041627 phone service call	829.90
23	Westech	Security at all locations	20,000.00
			\$ 218,592.12
Non-Levy			
#	Vendor	For	Amount
1	ACLB	Membership renewal	100.00
2	Juneteenth	1/2 page ad	50.00
3	Pullman & Comley	Legal Services-Solar Panels	7,500.00
4	Sound Title LLC	Title Search on Burroughs-Saden	275.00
5	State of CT	CEN Virtual Conference May 11-13, 2021 Ron & Elaine	150.00
			\$ 8,075.00
FF&E			
#	Vendor	For	Amount
1	Konica Minolta	AV Equipment for Newfield	2,653.00
			218,592.12
			8,075.00
			2,653.00
		Grand Total	\$ 229,320.12

**** DIRECTOR GREENBERG SECONDED**
**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti reported a positive payroll variance of approximately \$165,000

- Line Item Transfer of \$15,000 from Marketing Services to Computer Services

****DIRECTOR ERRICHETTI MOVED TO APPROVE THE TRANSFER OF \$15,000 FROM THE MARKETING SERVICES TO COMPUTER SERVICES AS PRESENTED. ** DIRECTOR GREENBERG SECONDED. ** THE MOTION PASSED**

UNANIMOUSLY.

Transfer \$15,000 FROM Line 56160 Marketing Services TO Line 56055 COMPUTER SERVICES			
From: Marketing Services		To: Computer Services	
\$	75,000.00	\$	21,501.00
-\$	<u>15,000.00</u>	+\$	<u>15,000.00</u>
\$	60,000.00	\$	36,501.00
Additional Comments: To cover computer services expenses until June 30, 2021.			

* Line Item Transfer of \$4,500 from Outside Programming to Sewer User Fees

****DIRECTOR ERRICETTI MOVED TO APPROVE THE TRANSFER OF \$4,500 FROM OUTSIDE PROGRAMMING TO SEWER USER FEES AS PRESENTED. ** DIRECTOR CLEMONS SECONDED. ** THE MOTION PASSED UNANIMOUSLY.**

Transfer \$4,500 FROM Line 56265 OUTSIDE PROGRAMMING TO Line 53120 SEWER USER FEES			
From: Outside Programming		To: Sewer User Fees	
\$	18,820.00	\$	1,000.00
-\$	<u>4,500.00</u>	+\$	<u>4,500.00</u>
\$	14,350.00	\$	5,500.00
Additional Comments: To cover Sewer User Fees expenses until June 30, 2021.			

* Line Item Transfer of \$800 from Outside Programming to Telephone Services

****DIRECTOR ERRICETTI MOVED TO APPROVE THE TRANSFER OF \$800 FROM OUTSIDE PROGRAMMING TO TELEPHONE SERVICES AS PRESENTED. ** DIRECTOR CLEMONS SECONDED. ** THE MOTION PASSED UNANIMOUSLY.**

Transfer \$800 FROM Line 56265 OUTSIDE PROGRAMMING TO Line 53720 Telephone Services			
From: Outside Programming		To: Water Utility	
\$	14,350.00	\$	6,133.00
-\$	<u>800.00</u>	+\$	<u>800.00</u>
\$	13,550.00		6,933.00
Additional Comments: To cover telephone services expenses until June 30, 2021.			

* Line Item Transfer of \$5,000 from Outside Programming to Water Utility

****DIRECTOR ERRICHETTI MOVED TO APPROVE THE TRANSFER OF \$5,000 FROM OUTSIDE PROGRAMMING TO WATER UTILITY AS PRESENTED. ** DIRECTOR CLEMONS SECONDED. ** THE MOTION PASSED UNANIMOUSLY.**

Transfer \$5,000 FROM Line 56265 OUTSIDE PROGRAMMING TO Line 53110 Water Utility			
From: Outside Programming		To: Water Utility	
\$	23,820.00	\$	723.00
-\$	<u>5,000.00</u>	+\$	<u>5,000.00</u>
\$	18,820.00		5,723.00
Additional Comments: To cover water utility expenses until June 30, 2021.			

****DIRECTOR GREENBERG MOVED TO ACCEPT THE TRESURER’S REPORT. DIRECTOR CLEMONS SECONDED. ** THE MOTION PASSED UNANIMOUSLY.**

At this point the Board returned to Agenda item 2.

Presentation by Wayne Winston re Harriet Tubman Learning Center at Newfield

Mr. Winston and his associates (Tara Figueroa and Cristine Vazquez-Perez) explained

the concept of the Harriet Tubman Learning Center (HTLC) and its connection to the family of Harriet Tubman and the benefits of locating an HTLC at the Newfield Branch. City Clerk Lydia Martinez also expressed her support for an HTLC at Newfield.

Members of the Board asked questions including budget, programming, naming and HTLC's financial status.

UNFINISHED BUSINESS

• Status/Action to implement Library Re-Opening Plan

Ms. Braithwaite expressed staff concerns about the need for security.

• Status/Action RE Burroughs-Saden Projects and its re-opening.

Ms. Braithwaite informed the Board that Burroughs-Saden would be reopening on April 26th.

• Status/Action RE review by City Ethics Commission and referral to City Council for confirmation of Director

CITY LIBRARIAN REPORT

The Burroughs Saden will to reopen Burroughs-Saden Library for limited browsing and computer access on Monday, April 26, 2021. We are still waiting for the customized reference desk and information pod, however with our computers connected we can open our doors to the public with safety measures and PPE in place. The city's Legal Services department is reviewing Westech's contract for security services, which we anticipate to begin in mid-May. Among this month's documents is the library's revised reopening plan that I present to the library board for approval. I have also presented a report detailing new computers that have been deployed system-wide and a plan for computer and equipment purchases to accompany this month's voucher request. The plan for completing the computer upgrade in July is also included. Once our computers have been replaced, we will then draft a Technology Plan and Computer Equipment Replacement Plan to guide us as we move forward.

I submitted a preliminary staffing plan for the Personnel Committee's review on 4/14. While the plan will undergo some adjustments and several approval processes, it does set the stage for staffing the 21st century library here. This month all library staff have engaged in a goal-setting activity that will result in achievable goals that align with our mission and strategic plan to carry out in the next twelve months. The State Library has sent notice that we have satisfied all requirements of the New American Collection Grant. I have included the narrative report for the grant in the Staff Reports for your review. First aid training for nine staff will take place on April 29 as part of a Safety Committee initiative to train staff. This first group includes branch and department managers or their designee who will be able to share what they have learned with the rest of the staff. We will send more staff for this training in July. The Library has successfully applied for continued E-Rate discounts for Internet Service and Fiber Maintenance for all of its locations. We have postponed applying for the Upper East Side Branch until we have a timeline for completion of the tech center. I have received notices of several funding opportunities from

the Division of Library Development that I and my staff will be attending, such as the FCC's New Emergency Broadband benefit for low cost broadband and device, and the American Rescue Plan Act Grants, aimed as a continuation of the CARES Act and Governor Lamont's Everybody Learns Grants. Respectfully submitted, Elaine Braithwaite City Librarian

COMMITTEE REPORTS:

BUILDINGS

Newfield construction/Opening

Director Errichetti gave a brief overview of the project and said the temporary C.O. should be received by April 30th.

Upper East Side

Director Errichetti said that the contract would be rebid shortly.

Lower East Side.

Director Errichetti said that they needed an RFQ for the design first to move the project forward and that he would meet with City Librarian Braithwaite.

Solar – Director Errichetti said that the library owns the land and building at Burroughs-Saden and that the Parks Commission has approve the installation of solar panels at Newfield and North.

FINANCE

Director Errichetti and City Librarian reported that the previous evening's meeting with the City Council Budget Committee was generally positive and that the library would receive approximately \$9.8 million dollars for FY 2021/2022.

Ms. Braithwaite pointed out that there is much deferred maintenance that needs to be addressed.

Director Errichetti brought up the following points:

- The need to set money aside to fund anticipated retiree costs
- The need for better coordination between the Building and Finance Committees
- That the library's fundamental disagreement with the city on what percentage of the 1.3 mills allocated to the library by state statute should be received has not been resolved
- Bonding would be needed for a new North End library/tech center and that no operational funds should be used to finance this project other than debt service.

Director O'Donnell commented that Library Board and the Community Garden group located at the preferred new North End library/tech center location are not currently on the same page.

GOVERNANCE

Director Cunningham suggested that staff be brought into the bylaw review process.

PERSONNEL

Director Errichetti asked if there was general agreement on who reports to who on the staff organizational chart. Director Greenberg replied in the affirmative.

Director Greenberg reported that he needed to meet with Phil White the city's senior Labor Relations Officer to discuss possible union issues with a proposed new Librarian V job description.

MARKETING COMMITTEE

Ms. Braithwaite said that the RFP/Q has been sent to the Purchasing Department and that she needs to communicate with them further.

FRIENDS OF THE LIBRARY.

Ms. Braithwaite said that she would be meeting with Patty Shields to discuss reassuming the Friends Book Sale, volunteers and the need to maintain social distancing and other precautions.

NEW BUSINESS

HTLC Taskforce

The Board created a HTLC Taskforce to meet with Mr. Winston's group in the near future. Members of the taskforce are: Directors Clemons, Cunningham and Patton, City Librarian Braithwaite, and Newfield Branch Manager Nykia Eaddy.

ADJOURNMENT

**** DIRECTOR ERRICHETTI MOVED TO ADJOURN.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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The meeting adjourned at 8:20 PM

Respectfully submitted

John Soltis
Assistant City Librarian