

# BRIDGEPORT LIBRARY

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

**ATTENDANCE:** James O'Donnell, President; Kenya Osborne-Gant, Vice President; Thomas Errichetti, Secretary/Treasurer; Jeanette Muñoz Allam, Denise Clemons, Donald Greenberg, Dr. Marcie Patton (via telephone conference)

**OTHERS:** Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Sarah Santos, Administrative Assistant; Nykia Eaddy, Newfield Branch Manager; Bina Williams, North Branch; Paula Keegan, North Branch, Council Member Rosalina Roman-Christy, Library Director Elect Barbara Rogo, William Coleman, OPED Deputy Director (6:30 p.m.)

## **WELCOME AND CALL TO ORDER & ADOPTION OF AGENDA**

Director O'Donnell called the meeting to order at 6:19 p.m. He called the roll and announced there was a quorum present.

**\*\* DIRECTOR ERRICHETTI MOVED TO ADD A PRESENTATION BY BILL COLEMAN, THE OPED DEPUTY DIRECTOR, TO THE AGENDA.**

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

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

## **APPROVAL OF MINUTES OF PREVIOUS MEETINGS.**

### **• June 21, 2021 Special Meeting**

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE MINUTES OF THE JUNE 21, 2021 SPECIAL MEETING.**

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

**\*\* THE MOTION TO APPROVE THE MINUTES OF THE JUNE 21, 2021 SPECIAL MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

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

Director Errichetti presented the Finance report.

**\*\* DIRECTOR GREENBERG MOVED TO APPROVE THE TENTATIVE BOARD VOUCHERS FOR JULY 21, 2021 FOR THE TOTAL OF \$41,606.76 AS PRESENTED.**

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

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

Director Errichetti then reviewed the payroll variance and the FY 2021 Library preliminary results as of July 16, 2021 with the Board Members.

*Mr. Coleman joined the meeting at 6:30 p.m.*

### **UNFINISHED BUSINESS**

- **Status/Action re Bookmobile and remote location services plan**

Ms. Braithwaite said that there was no additional information about a possible sale of the Bookmobile at this time.

- **Presentation by William Coleman, OPED Deputy Director**

Mr. Coleman greeted the Board and explained that he was present to give them a quick overview of the Reservoir/Yarmich Avenue property and the proposed use of that property for a library location. He said that the Green Village Initiative (GVI) has a lease that expires in March 2022. The site is 7,000 square feet. He is looking to present a proposal to the Council in the future regarding a potential library hybrid lease.

Mr. Coleman said that there was \$100,000 allocated from the City for a feasibility study on the project. The Library is interested in locating a branch in this area but cannot support the debt service out of its operating budget. The Library would apply for state grant funding after Newfield is complete. Director Errichetti indicated that branch service in this area is part of the Library's Master Plan.

Mr. Coleman replied that having a feasibility study might help with future grant applications. Discussion followed.

Director O'Donnell reminded everyone that the Library's mission was to provide services where it was needed and wanted.

Director Errichetti added that the library branch would not be a full service branch but one that was tech heavy and had the newest materials available. Burroughs is where the older materials are stored.

Council Member Roman-Christy mentioned the proposal for a police substation attached to the library. Director Clemons asked about the substation on Reservoir.

Director Osborne-Gant said that she had been told that there would be cooperation between the GVI and the library.

Mr. Coleman said that it would be good to keep GVI as a tenant but stated that the Library should have primary control over the site. He pointed out that GVI primarily grows vegetables but there are some outside vendors who bring in produce for sale.

Director O'Donnell said that it would be educational to have the garden next to the library.

Mr. Coleman said that his goal was to established a shared understanding and clarify a scope for the study.

Director Errichetti suggested a charette to determine what the community wants.

Director Osborne-Gant pointed out it would be important to establish who the community is: residents or commuters. She had several questions about outside vendors coming into sell produce at GVI.

Director Patton also asked for clarification on the definition of community.

Director O'Donnell said that the study funding must come from the City budget.

Council Member Roman-Christy pointed out that there was nothing for the children in that area. She is in favor of the library and felt that the focus should be on the youth.

Director Clemons agreed and reminded everyone that she was the former principal of Wilber Cross School.

*Mr. Coleman left the meeting at 7:00 p.m.*

**• Status/Action of Task Force re Harriet Tubman Learning Center proposal**

Director Clemons said she had received a response from Ms. Daniels about the Learning Center and that Ms. Daniels did not answer the questions that had been asked earlier. There were no specific details about programs and there is no funding available. Director Clemons said that she was not interested in moving forward with this proposal.

**• Status/Action re applications to American Rescue Plan Programs and other grants.**

Ms. Braithwaite said that they were working on the application for the Digital Navigator Pilot Program.

- **Status of City Council approval for Directors Errichetti, Patton and Rogo.**

Director Errichetti and Director Patton are scheduled to meet with the Ethics Committee on August 11th.

Director O'Donnell introduced Ms. Rogo who is awaiting her confirmation to the Board by the City Council.

- **Status /Action re new signage and deletion of "Free" in describing library branches.**

Director O'Donnell said that he will follow up with the sign contractor.

### **CORRESPONDENCE AND COMMUNICATIONS.**

Mr. Soltis then informed the Board about a deed of gift from the estate of the late State Senator Ed Gomes to the Bridgeport History Center.

**\*\* DIRECTOR ERRICHETTI MOVED TO SUSPEND THE RULES TO ADD AN ITEM REGARDING THE ACCEPTANCE OF A GIFT FROM THE ESTATE OF THE LATE STATE SENATOR ED GOMES TO THE AGENDA WITH POSSIBLE ACTION.**

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

Director Errichetti asked if there was a policy governing similar donations. Mr. Soltis explained that when the library receives donations like this, they are boxes archivally for storage and finding aids are created. Some documents are being digitalized and posted online.

Director Errichetti felt that the Board should be notified in advance about these gifts. Director O'Donnell said that the staff should make the decision regarding accepting the donation, but agreed that a policy should be written. Discussion followed.

**\*\* THE MOTION TO ACCEPT THE DONATION PASSED UNANIMOUSLY.**

- **Mark Kaufman of proposed sale of 1875 Map and 1876 Atlas.**

Director O'Donnell said that the 1875 Map and the 1876 Atlas had been offered to the Library by Mr. Mark Kaufman of Gold Coast Estates for the price of \$650.00. He said that there were already several similar items in the collection.

## CITY LIBRARIAN REPORT.

### • **Presentation by staff**

Branch reports were submitted for inclusion in the Director's packets from:

Michele Jacobson, the Black Rock Branch Manager

Luis Rodriguez, East Side Branch

Nykia Eaddy, Newfield Branch

Stephen Kwasnik, Burroughs Branch, and

Paula Keegan, North Branch

along with an overall report from City Librarian Elaine M. Braithwaite.

Director Errichetti asked if Mr. Otero, Maintenance Manager, could give a presentation at the next meeting. Ms. Braithwaite made a note of this.

Director O'Donnell asked why Burroughs was closed the day before the last major storm. Ms. Braithwaite explained that she mistakenly thought the earlier rainy weather was the storm they were expecting.

Director O'Donnell said that they need to be clearer to the patrons when they are going to close. He suggested that an announcement be put on the answering machine or an alert be issued by the City. Director Errichetti suggested they look into using the City's Emergency Communication system for these types of announcements.

Ms. Braithwaite said that there have been issues with the HVAC system and that Mr. Amado in Personnel has received complaints. HVAC repairs are being addressed.

## COMMITTEE REPORTS:

### • Buildings

#### • **Status/Action re Newfield Certificate of Occupancy and opening**

Director Errichetti asked Mr. Coleman for an update on the recent building inspection at Newfield during the Reservoir Ave discussion. Mr. Coleman said that the inspection was done and there are a few items remaining before a CO could be issued.

Building construction of the other portions of the block is underway. The financing has been finalized.

Director Errichetti added that the eagle has been received and is ready for painting prior to installation on the front of Newfield.

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

Director Errichetti said he would forward an updated report on the Upper East Side to the Board members. The Guaranteed Maximum Price Contract was been signed and construction will begin shortly.

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

Director Errichetti said Ms. Braithwaite would be forwarding an updated report on the Lower East Side branch to the Board Members.

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

Director Errichetti said that solar contract has to be presented to the City Contracts Committee for approval.

- **Status/Action re Burroughs window replacement and first floor reconfiguration with Teen Marketplace and community room project**

Director Errichetti said that there was no additional information regarding the Burroughs window replacements or rearrangement of the first floor at that time.

- **Status/Action re Black Rock Main floor flooring replacement/lower level floor painting**

City Librarian Braithwaite indicated that there flooding at Black Rock during the last storm but no damage. No bids have been solicited for carpeting on the main floor at Black Rock.

- **Finance**

- **Status/Action re MUNIS accounts for 2021-2022 Budget**

Director Errichetti said Mr. Nkwo would be updating the 2021-2022 Budget to reflect the Library approved line items shortly.

- **Personnel**

- **Status/Action re Job Descriptions/Table of organization**

Director O'Donnell said that there was no update. Director Errichetti said that the current library staff classifications are not mandatory and could be changed as part of a library table of organization review.

- **Status/Action re civil service action for IT and Marketing positions**

The job descriptions have been submitted for review and next steps.

**• Governance (Nominations)**

- **Status/Action re recommended Policy revisions**

There was no additional information at this time.

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

There was no additional information at this time.

**• Marketing Committee**

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

Mr. Soltis said that he had sent out the submissions along with a step by step outline of the procedural guide. He suggested that the review committee review the submissions and score them individually before the meeting to select a firm/consultant. Discussion followed.

**FRIENDS OF THE LIBRARY.**

The Bridgeport Rotary Club major grants are focused on literacy this year. The Friends Literacy arm will apply for the grant.

**NEW BUSINESS**

- **Referral of proposed By-Law Revisions to Governance Committee**

Director O'Donnell said he had emailed the document to the Governance Committee. Director Clemons asked for a list of those on the Governance Committee. Director O'Donnell said that he would email that list to her.

**\*\* DIRECTOR ERRICHETTI MOVED TO ADD AN EXECUTIVE SESSION TO DISCUSS AN APPRAISAL.**

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

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

The Board and Ms. Braithwaite entered into Executive Session at 8:07 p.m. They returned to Public Session at 8:14 p.m. No actions or motions were made during the Executive Session.

**\*\* DIRECTOR ERRICHETTI MOVED TO PAY THE APPRAISER \$1,000 FOR SERVICES RENDERED.**

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

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

**ADJOURNMENT**

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

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

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

The meeting adjourned at 8:15 p.m.

Respectfully submitted

S. L. Soltes

Telesco Secretarial Services