

MINUTES OF THE SPECIAL MEETING
FRIDAY, APRIL 17, 2020 AT 3:00 PM
Via iCloud

Attendance: Directors Jim O'Donnell, Tom Errichetti, Kenya Osborne-Gant, Denise Clemons, Donald Greenberg, Anne Cunningham, Jeanette Muniz Allam. Absent: Hon. William Holden

The meeting was called to order at 3:03 pm.

Motion to adopt the Agenda: 1st Director Greengberg; Director Errichetti 2nd. Passed Unanimously.

Motion to approve previous minutes at a later date: 1st Director Tom Errichetti, Director 2nd. Passed Unanimously.

Motion to approve Treasurer's Report: 1st Director Cunningham; Director Greenberg 2nd. Passed Unanimously.

City Librarian, Elaine Braithwaite, discussed the CAO's request that all departments submit a Public Health Emergency Plan. Since the library board has already addressed the need for the library to have its own plan it would be expedient to have one document that could satisfy the city's request.

A **Motion** for the Governance Committee to review the library's draft Public Health Emergency Plan for discussion/further action in a Special Meeting on Tuesday, April 21, 2020 at 6:00 pm was made: 1st Director Cunningham, 2nd Director Greenberg.

Director Osborne-Gant asked the City Librarian to formulate a list of PPE (personal protective equipment) needed by library staff. She suggested that the City Librarian contact the city to see if the library can participate in bulk orders for PPE being purchased by the city. Elaine Braithwaite agreed to do so.

Board President O'Donnell discussed communications with Constance Vickers regarding background checks of new board members. Ms. Vickers stated that the Library Board must do their own background checks.

During a discussion on the Burroughs' second floor carpet project it was requested of the City Librarian to estimate the number of boxes that will be needed to pack books and other items in preparation for the project. The City Librarian noted that it could be possible to start work on this project with selected senior staff once the city closure mandate has been lifted to allow staff into the building.

President O'Donnell thanked library staff for their efforts in keeping up good faith and working to provide online services to the public during this time of the coronavirus emergency.

Director Errichetti discussed the status of the Newfield Eagle. The matter was referred to the Building Committee who will send Nykia Eaddy and the City Librarian bid information on the fabrication of a new eagle for the Newfield Branch.

Elaine Braithwaite will speak to city Director of Construction Management, Nick Masciangelo to find out what work can be done at this time to advance the East Side Phase II Construction Bid.

Elaine Braithwaite will submit the FY 2021 Library Budget allocation to OPM. **Motion** to approve FY 2021 Library Budget: 1st Director Errichetti; Director Greenberg 2nd. Unanimously Passed.

Director Erichetti will contact Insurance vendor Bearing Star, Inc. for a quote.

Personnel: NO report.

Marketing: City Librarian submitted draft of Marketing RFQ-P which was referred to the Marketing Committee for review.

Friends of Bridgeport Public Library: Director Errichetti reported that the Literacy Volunteers are performing online learning with their students.

New Business:

The matter of the Reservoir Corridor library project was referred to the Building/Finance committee. A **Motion** to discuss the library surplus was made by Director Erichetti 1st, Director Cunningham 2nd, passed unanimously, who reported a \$1,342,000 surplus balance. He indicated that the Newfield Construction project has cost overruns that will have to be paid out of the surplus.

Motion was made to discuss current litigation by Director Errichetti, 1st, Director Greenberg, 2nd. Passed Unanimously. The current document being executed requires signatures and payment within 20 days. The final execution will come from city money. A **Motion** to approve funds was made: 1st Director Errichetti, Director Greenberg 2nd.

Motion to adjourn was made by Director Erichetti and seconded by Director Greenberg.

Meeting adjourned at 4:22 pm.

Next Board Meeting: Special Meeting of the Library Board Tuesday, 4/21/20 at 6:00 pm.