

BRIDGEPORT LIBRARY

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

NOVEMBER 18, 2020 MINUTES

ATTENDANCE: James O'Donnell, President; Thomas Errichetti, Secretary/Treasurer; Anne Cunningham, Assistant Secretary, Denise Clemons, Donald Greenberg, Judge William Holden.

OTHERS: Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Nykia Eaddy, Newfield Branch Manager; Bina Williams, Library Youth Services; Sara Santos

WELCOME, CALL TO ORDER & ADOPTION OF AGENDA

Director O'Donnell called the meeting to order at 6:05 p.m. He called the roll and announced that a quorum was present.

**** DIRECTOR GREENBERG MOVED TO ADOPT THE PROPOSED AGENDA FOR NOVEMBER 18, 2020.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

CEREMONY TO ADMINISTER OATHS TO SWEAR INTO OFFICE DIRECTORS RECENTLY APPROVED BY CITY COUNCIL AT ITS NOVEMBER 2, 2020 MEETING

Director O'Donnell administered the Oath of Office to Denise Clemons. Ms. Clemons said that she would turn in the hard copy the next day. Director O'Donnell said that he would administer the Oath of Office to Judge Holden in person on November 19th. This was acceptable to all.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS.

Director O'Donnell noted that in one set of minutes, there was an extra motion to adjourn at the beginning of the meeting. This should be deleted.

Director Clemons noted that her name was misspelled as "Clemmons" in the minutes. Any reference to "Clemmons" should be replaced with correct spelling of "Clemons".

• **September 14, 2020 Special Meeting.**

**** DIRECTOR GREENBERG MOVED THE MINUTES OF THE SEPTEMBER 14, 2020 SPECIAL MEETING AND OCTOBER 21, 2020 MEETING.**

**** DIRECTOR ERRICHETTI SECONDED.**

The following correction was noted:

Page 1, under **ATTENDANCE** and all further references: please correct “Denise Clemmons” to “Denise Clemons”

• **October 21, 2020 Regular Meeting**

The following correction was noted:

Please add the following motion at the end of the meeting:

**** A MOTION WAS MADE TO CHANGE THE SCHEDULED MEETING DATE OF DECEMBER 16, 2020 TO DECEMBER 15, 2020.**

**** THERE WAS A SECOND.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** THE MOTION TO APPROVE THE MINUTES OF SEPTEMBER 14, 2020 AND OCTOBER 21, 2020 AS CORRECTED PASSED UNANIMOUSLY.**

• **November 12, 2020 Special Meeting**

**** DIRECTOR GREENBERG MOVED THE MINUTES OF THE NOVEMBER 12, 2020 SPECIAL MEETING.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF THE NOVEMBER 12, 2020 SPECIAL MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

Approval of Treasurer Reports/Payment of Invoices/ Approval of Line Transfers

Director Errichetti, Ms. Braithwaite and Mr. Soltis reviewed the recent expenses.

Mr. Soltis explained that the new Internet program would assign the Library a higher ranking in Google searches and allow the Library to make universal changes on social media sites, such as if the Library experiences an unexpected closure.

Ms. Braithwaite reviewed the cost and added that the program also allows for reviews similar to the reviews one might give after a hotel stay.

Director O'Donnell asked about the City's purchasing requirement for three bids. Mr. Soltis explained that they were a sole source provider. A discussion followed regarding expand the Library's online exposure.

Director Errichetti asked how success would be indicated. Mr. Soltis said that they would have real time analytics.

Director Errichetti recommended that they try the program for two months and review the results.

**** DIRECTOR GREENBERG MOVED TO APPROVE THE USE OF THE PROPOSED INTERNET SOFTWARE ON A TEMPORARY BASIS WITH A 2 MONTH REVIEW.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR ERRICHETTI MOVED TO APPROVE PAYMENT OF A VOUCHER IN THE AMOUNT OF \$38,670.32.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti presented three line item transfers for the Board to consider.

A line item transfer of \$75,000 from contracted services to Building maintenance

A line item Transfer of \$15,000 from outside programming to computer services to cover expenses through June 30, 2021.

A line item transfer of \$5,000 from outside programming to other communication Services.

Following discussion, the Board made the following motions:

**** DIRECTOR ERRICHETTI MOVED TO APPROVE A LINE ITEM TRANSFER OF \$75,000 FROM CONTRACTED SERVICES TO BUILDING MAINTENANCE TO PAY FOR THE ABATEMENT AND CARPET REPLACEMENT.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR ERRICHETTI MOVED TO APPROVE A LINE ITEM TRANSFER OF \$15,000 FROM OUTSIDE PROGRAMMING TO COMPUTER SERVICES TO COVER COMPUTER EXPENSES THROUGH JUNE 30, 2021.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR ERRICHETTI MOVED TO APPROVE TRANSFER \$5,000 FROM OUTSIDE PROGRAMMING TO OTHER COMMUNICATION SERVICES TO COVER OTHER COMMUNICATION EXPENSES THROUGH JUNE 30, 2021.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti presented the Treasurer's report to the Board.

**** DIRECTOR GREENBERG MOVED TO APPROVE THE TREASURER'S REPORT AS PRESENTED.**

**** JUDGE HOLDEN SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

UNFINISHED BUSINESS

• Status/Action to implement Library Re-Opening Plan and Covid-19 response

Director O'Donnell said that there had been concerns about the limited appointment time for computers and copiers. Ms. Braithwaite said that they had been planning to open on the 16th but due to other deadlines, she was late getting the flyers out. They have been open since the 16th. It has been posted to Facebook and other online media. Discussion followed.

Director Errichetti asked about the status of Bibliomation. Ms. Braithwaite said that the staff have been upgrading the computers.

Director O'Donnell asked if there was any response for the posting for the IT position. Ms. Braithwaite said that the request was waiting for the Mayor's signature.

• Status/Action re Personal Protection Equipment issues.

Director O'Donnell asked for an update on the plexiglass shields. Ms. Braithwaite said that most of them had arrived and are being installed.

• Status/Action re implementation of Burroughs/Saden projects

Director O'Donnell asked for an update on the carpeting. Ms. Braithwaite said that the carpeting is in and the movers are putting furniture in and the books on the shelves.

The discussion moved to relocating computers. Ms. Braithwaite said that the new flooring and carpeting looks great. Getting the new reference desk set up is a good start for the second floor. Director O'Donnell asked that some photos be posted on the website.

• Status/Action re Purchasing approval for recurring vendors

Ms. Braithwaite said that she had followed up with Purchasing. They had requested that all the subscriptions be compiled together. She submitted that information three weeks ago and recently Atty. Trachtenburg has signed off on it. However, the Library has yet to receive the final approval. It will be important to be aware of changes in the Purchasing procedure.

• Status/Action re promised MOU re Library Operations from City Attorney

Director O'Donnell said that he had no news regarding the MOU from the City Attorney.

Correspondence and Communications

Ms. Braithwaite said that there was a recent email bequest of books. The Pequot Library has first right of refusal, followed by Fairfield Library and finally Bridgeport Library.

City Librarian Report

• Presentation by Staff

Ms. Braithwaite said that there was a request to have the Library closed early the day before Thanksgiving, remain closed on the Saturday of Thanksgiving week-end and also be closed the day after Christmas and New Year's.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE FOLLOWING HOLIDAY CLOSINGS:**

- CLOSE AT 5 P.M. ON WEDNESDAY, NOVEMBER 25, 2020**
- CLOSED ON SATURDAY, NOVEMBER 28, 2020**
- CLOSED ON SATURDAY, DECEMBER 26, 2020**
- CLOSED ON SATURDAY, JANUARY 2, 2021**

**** DIRECTOR GREENBERG SECONDED.**

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

Ms. Braithwaite presented her report to the Board. She spoke about the use of PPE in the Library. A site survey for the outdoor WiFi Roll out. A date has not been set for the roll out. The WiFi will be installed where they have the most signal coverage since there is not a great deal of parking. It is hoped that most patrons would be able to use it from their cars or on the patio.

Summit Security has been bought out by Ally, so Ms. Braithwaite reached out to Westech. They provide security for Manchester and Bristol.

Director Errichetti asked about the scoring for the security company. Ms. Braithwaite said that they had scored the companies as a group but Purchasing wanted individual scoring.

COMMITTEE REPORTS:

• Buildings

Status/Action re Newfield construction/opening

Director Errichetti said that he had reached out to the Antinozzi and they are working on the doors at the top of the stairs.

Status/Action to authorize additional funding and sources to address Claims of subcontractors at Newfield

Ms. Braithwaite said that she had spoken with Mr. Coleman about the various claims from the four vendors. She suggested that they wait to find out the total of the final claims. Judge Holden provided some of the details and said that there were some questions about the documentation. Ms. Braithwaite said that she could forward the documentation to Director Errichetti. She said that the subcontractors don't understand that the change order process takes time. They are working as quickly as possible. Discussion followed.

Status/Action re construction of Upper East Side

Director O'Donnell said that they had previously deferred action on this.

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

Director Errichetti said that he had reached out about this. He thanked Ms. Braithwaite for the additional lighting around the building.

Status/Action re solar at Burroughs/Saden, Newfield, North & UES

Director Errichetti said that they do not need to present this to the Contracts Committee because the contract is between the Library and contractor. Pullman and Comley can review the contract.

- **Finance**

Director Errichetti gave a brief update on the status about the Saden Trust.

GOVERNANCE

Status/Action re recommended Policy revisions

Director O'Donnell said that there were no recommendations. Ms. Braithwaite said that she had given a project to the staff regarding the updating the policies. There are now thirteen or fourteen policies ready for review. Director O'Donnell requested Ms. Braithwaite send those policies to Director Cunningham.

Status/Action re nominations

Director Cunningham said that she has the applications and has sent them a letter to confirm their interest. She asked for a consensus for a preferred dates and times for interview meetings. Once she has some replies, she will start scheduling the half hour interviews in the evening after 6 p.m.

Director Errichetti said that there were some issues during the Council confirmations because there were too many Democrats on the Board. Director Greenburg switched his part to unaffiliated to balance the numbers. Director Greenburg said he was content as being unaffiliated.

PERSONNEL

Job description

There was no report at this time.

Marketing Committee

Status/Action re RFP/Q for retention of marketing firm/consultant.

Director O'Donnell said that he had received an email that he forwarded to Kenya and Ann. Mr. Soltis said that he has reached out to five City approved vendors. He said that he should have some feedback from the vendors and would like to meet with Kenya and Ann about this. Rowena has been extremely helpful with this.

REPORT OF FRIENDS OF THE LIBRARY

Director Errichetti said that the Friends were not active due to COVID. Director O'Donnell asked if it was possible to drop books off for donations for the Friends for the Book Sale. Ms. Braithwaite said that she would let people know they were being donated to the Friends and not the Library.

NEW BUSINESS

There was no new business to consider at this time.

ADJOURNMENT

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

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:26 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services