

**Board of Directors  
Regular Meeting  
Wednesday, August 21, 2024**

**Attendance:** James E. O'Donnell, President; Thomas R. Errichetti, Treasurer; Barbara Rogo; Kathleen Turner; Blanca Borneo, and Denise Clemons, Secretary;  
on Zoom - Marcie Patton

**Absent:** Jeanette Muñoz Allam & Kenya Osborn-Gant, Vice-President

**Staff:** Elaine Braithwaite, City Librarian; Laura Matthews, Assistant City Librarian,  
and Sara Santos, Administrative Assistant

**Other:** TJ Elgin

**Call to Order:** President O'Donnell called the meeting to order at 6:03 p.m. A quorum was present. Director Rogo departed at 7:22 p.m. due to a previous engagement, a quorum was still present.

ADOPTION OF AGENDA: DIRECTOR ERRICHETTI **MOTIONED** TO APPROVE THE AUGUST 21, 2024, AGENDA, SECONDED BY DIRECTOR CLEMONS, THE MOTION PASSED UNANIMOUSLY.

**Swearing in Ceremony for any newly approved Directors: None now.**

APPROVAL OF PREVIOUS MEETINGS MINUTES-JULY 17, 2024 MINUTES: DIRECTOR ERRICHETTI MADE THE **MOTION** TO APPROVE MINUTES, SECONDED BY DIRECTOR CLEMONS. MOTION PASSED UNANIMOUSLY.

APPROVAL OF TREASURER REPORTS/ PAYMENT OF INVOICES/APPROVAL OF LINES TRANSFERS: DIRECTOR ERRICHETTI **MOTIONED** TO APPROVE THE VOUCHERS IN THE AMOUNT OF \$353,615.46, OF WHICH \$336.00 FROM NON-LEVY FUNDS, SECONDED BY DIRECTOR CLEMONS, MOTION PASSED UNANIMOUSLY.

Unfinished Business

- *Status/Action re City Council approval of Director appointments:* Director Borneo and Director Muñoz-Allam are scheduled to go before the Ethics Committee in September. Director Errichetti, Director Rogo and Director Patton have passed their background check, paperwork is ready to go.
- *Status/Action re review of Library Hours of Operation:* New hours library hours to begin on September 16, 2024.
- *Status/Report re MOU with City Attorney Office:* No update, Director O'Donnell will continue to keep this going with the City Attorney.
- *Status of public roll out of Library App:* No update as it is contingent on the new logo.

- *Status of piano donation:* The donated piano will go to the 2<sup>nd</sup> floor, in the room formerly known as the Fine Arts Dept. The piano currently in the Fine Arts Dept. will be inspected to see if it is worth repairing and moved to Newfield Branch Library.

## Correspondence and Communications

Director Errichetti shared that he contacted Fairfield University Art Museum and got clarification on the Bridgeport Brass Mural loan, the date is January 2026. Director Errichetti made the **MOTION** to loan the mural to Fairfield University Art Museum, seconded by Director Clemons, with the stipulation that appropriate documentation and certificate of insurance are provided. Motion passed unanimously.

A statement of intent regarding participation in the City of Bridgeport's 2024 city-wide placemaking initiative was received from the Office of Planning and Economic Development. Two library locations were identified as desirable and appropriate for public artwork; Burroughs-Saden Memorial Library and North Branch. A **MOTION** was made by Director Errichetti and seconded by Director Clemons to approve artwork on the garage door at Burroughs-Saden Memorial and on the wall that faces Madison Avenue at North Branch. Motion passed unanimously.

## City Librarian Report

- *Review of monthly statistics and presentation by staff:* City Librarian Braithwaite highlighted key points of her report. She also mentioned that the CT State Library Report for 2024 has a new format and an earlier deadline, making it a top priority.

## Committee Reports

{Buildings }

-*Status/Action regarding East Side Branch Phase II project:* The Bizmark Construction purchase order has been issued for this project.

-*Status/Action re solar projects for Burroughs/Saden and North:* The solar panels at Burroughs/Saden are up and running. The solar panel project at North branch is currently on hold until the roof has been replaced.

-*Status/Action re Burroughs/Saden 1<sup>st</sup> Floor changes and acoustics:* The artwork on the acoustic panels is in the works.

-*Status/Action re report of David Otero re other facility issues:* The façade at Black Rock to be a top priority. Director Errichetti also made mention of the sidewalk outside Burroughs/Saden, tree roots are shifting the bricks making it a potential hazard. There will need to be an investigation as to who is responsible for the repairs, DSSD or BPL?

**Finance:** This was included in the board packet; a notable mention was the unexpected expense to the salary line due to the BCSA contract retro pay, approximately \$72,000. This may potentially require a line-item transfer during FY25.

## Governance

- *Status Report re staff referral of policy revisions:* The administration will provide the Library Board with the current list of policies.
- *Status of staff input on report timing to establish consent calendar:* Administration will email the board meeting documents on the second Friday of the month.

## Marketing Committee

- *Status/Action re True North logo and marketing strategies:* The logo still a work in Progress.
- *Coordination of Library staff with Marketing Committee:* The committee plans on scheduling a meeting to discuss feedback.

## Personnel

- *Status/Action re table of organization / job descriptions:* Tabled momentarily due to the State Report.
- *Status/Action re City Librarian evaluation and metrics:* Nothing to Report

## Report of Friends of the Library Report:

- Working on the 1,000 books before kindergarten project
- Friends group need more volunteers
- Friends will have a Christmas Craft festival at North Branch
- Discussion regarding two concerts in place to be held at the Klein Memorial; Orquesta Afinke & Rhonda Denét, with a discussion about a possible third concert or program.

## New Business

- *Discussion re disposition of former bookmobile:* Title not found, further investigation needed.
- *Discussion of priorities for revised Strategic Plan:* Send to Governance Committee to set priorities.

A **MOTION** was made by Director Errichetti and seconded by Director Clemons to add new item to New Business. After some discussion, Director Errichetti made a motion to approve the expense, seconded by Director Clemons approval of spending \$6500 for GBTA bus passes. The motion passed unanimously.

**Executive Session pursuant to CGS § 1-200 (6) re self-evaluation of City Librarian:** Temporarily Postponed

A **MOTION** was made to adjourn at 7:53 p.m. by Director O'Donnell, seconded by Director Clemons. Motion passed unanimously.

Meeting adjourned at 7:53 pm.

Respectfully Submitted by

Sara Santos, Administrative Assistant