

BRIDGEPORT LIBRARY

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

DECEMBER 15, 2020 MINUTES

ATTENDANCE: James O'Donnell, President; Thomas Errichetti, Secretary/Treasurer; Anne Cunningham, Assistant Secretary; Denise Clemons, Donald Greenberg, Jeanette Muñoz Allam; Judge William Holden (6:12 p.m.)

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

WELCOME AND CALL TO ORDER

Director O'Donnell called the meeting to order at 6:03 p.m. He called the roll and announced a quorum was present.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS.

**** DIRECTOR GREENBERG MOVED APPROVAL OF MINUTES FOR NOVEMBER 18, 2020 REGULAR MEETING AND DECEMBER 3, 2020 SPECIAL MEETING AS SUBMITTED**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

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

Director Errichetti presented five levy vouchers for the Board to consider.

He noted there was a non-levy voucher for Harding High School for team T-shirts. Director Cunningham asked if they would also be doing this for the other high schools. Director Errichetti agreed. Discussion followed about how they would handle similar requests.

Following discussion, the Board made the following motions:

Bridgeport Library
Board of Directors
Regular Meeting
December 15, 2020

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE FOLLOWING VOUCHERS:**

| # | Vendor | For | Amount |
|-----------------|-------------------|---|---|
| 1 | Midwest Tape | Flex Licenses | 5,000.00 |
| 2 | Baker & Taylor | Books | 100,000.00 |
| 3 | Overdrive, Inc. | Platform Fee | 9,600.00 |
| 4 | Zinio | Additional Content - eMagazines and eBooks | 5,000.00 |
| 5 | Tim's Enterprises | North Branch Emergency Repair Work - Exterior sheetrock, gutter cleaning, paint | 895.00 |
| | | | Subtotal <u>120,495.00</u> |
| Non-Levy | | | |
| 6 | On Time Sports | Harding High School T Shirt Sponsorship | 375.00 |
| | | | Grand Total \$ <u>120,870.00</u> |

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

Director Errichetti reviewed the Payroll Variance documents.

| BRIDGEPORT PUBLIC LIBRARY 2020-2021 | | | |
|--|------------------|------------------|--|
| PAYROLL VARIANCE THROUGH | 12/11/2020 | 11/17/2020 | |
| BUDGET FOR THE YEAR | 3,345,928.00 | 3,345,928.00 | |
| WEEKLY BUDGET (52.6 weeks) | 63,610.80 | 63,610.80 | |
| WEEKS PAID YEAR TO DATE | 22.60 | 19.60 | |
| YEAR TO DATE EXPECTED PAYROLL | 1,437,604.05 | 1,246,771.65 | |
| ACTUAL PAYROLL YEAR TO DATE* | 1,338,583.31 | 1,163,740.58 | |
| FAVORABLE (UNFAVORABLE) VARIANCE | <u>99,020.74</u> | <u>83,031.07</u> | |
| NAGE RETRO | | | |
| YEAR TO DATE TRFR TO OTHER EXPENSES** | | | |
| UNUSED SICK/VACATION TIME PAYOUT | | | |
| SURPLUS (DEFICIT) | <u>99,020.74</u> | <u>83,031.07</u> | |
| Average Actual Weekly Payroll | <u>59,229.35</u> | <u>59,374.52</u> | |

There were no line item transfers to consider at this time.

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

**** THE MOTION PASSED UNANIMOUSLY.**

UNFINISHED BUSINESS

• Status/Action to implement Library Re-Opening Plan

Ms. Braithwaite said that she was keeping her eye on the weather report as snow is expected on Thursday.

Director Cunningham asked for a report on the number of hours that the computers are used. She wanted to know whether they should expand the services. Ms. Braithwaite said the infection rate in Bridgeport has increased, so no expansion will be done at this time.

Director Clemons asked if they had a plan for re-opening the branches. Ms. Braithwaite confirmed that they had a plan in place.

Commission O'Donnell said he had heard from Ms. Osborne-Gant that she would not be able to attend the meeting.

Judge Holden joined the meeting at 6:12 p.m.

Director Errichetti asked what the status was of the Library when an employee contracted COVID. He wished to know if Ms. Braithwaite was responsible for making the decision to close the Library. Ms. Braithwaite said that she had not been contacted about the issue until 12:30 that day. She was informed via email and told that Public Facilities was not responsible for cleaning the building.

Mr. Otero said when he was informed of the staff member's illness, he was referred to HR. The employee was told to quarantine for 14 days. Director Errichetti said he wanted to make sure that they were making decisions based on good data. Mr. Otero said the employee's test results were inconclusive and he was told by the medical professionals to treat it as if it was a positive test. Director O'Donnell said he would prefer that the Library follow the established plan for dealing with the situation. Discussion followed.

• Status/Action re Burroughs/Saden Projects.

Mr. Otero said the second floor project is moving along and the last section of carpet tiles should be installed. Then the movers will return to move things back into place.

CORRESPONDENCE AND COMMUNICATIONS

Ms. Santos said nothing new came in.

CITY LIBRARIAN REPORT

• **Presentation by Staff**

Ms. Braithwaite said Mr. Soltis has received notification that they had been awarded five visually enhanced keyboards from the Lions Club. If someone requests them, they will hook up the keyboards at the computer for them.

Ms. Braithwaite said the grants funds were allocated. She listed the various purchases for the Board Members. Much of the furniture will go on the second floor at Burroughs and can be easily rearranged for social distancing.

Ms. Braithwaite said Mr. Otero has been sending her photos of the various project areas including the acrylic COVID barriers. She also listed a variety of items that would be covered by the grant.

Ms. Braithwaite said the grant funding was listed as being \$1.3 million but should be \$1.4 million. Director Errichetti confirmed that this correction has been made.

The vendors are in the process of being paid. Mr. Coleman and Director Errichetti have signed off on six of the vendors. The seventh vendor was not owed any money. Discussion followed about the payment process and how the vendors will receive their checks.

Ms. Braithwaite said she had included information about the outdoor WiFi installations. Aerial photos have been taken to indicate the placement of the units and the range available. Discussion followed about the location of one of the WiFi installation that would project the service over a bus stop where there was no parking. Discussion followed.

Ms. Braithwaite said they were able to purchase two electrostatic sprayers with the grant funding.

Mr. Otero then gave a brief overview of how the electrostatic sprayers work to the Board. These sprayers provide deep cleaning to the building and allow the building to be re-opened within 24 hours. The stacks and the computers will be wiped down by hand rather than fogged.

Commission O'Donnell asked the staff to provide a video of the sanitation process so that the staff and public will feel safe returning to the buildings.

COMMITTEE REPORTS:

• Buildings

Status/Action re Newfield construction/opening

Director Errichetti said that he was still trying to get answers about the doors.

Status/Action re construction of Upper East Side

There will be a conference call scheduled for Thursday about the various materials.

Ms. Braithwaite asked whether the HVAC system would be sufficient. She was told that the design should be sufficient.

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

Director Errichetti said he had emailed Ms. DeJesus about the RFQ. Ms. Braithwaite informed the Board Members that Ms. Oliviera had emailed her a short while ago.

Status/Action re solar at Burroughs/Saden and North

Director Errichetti said Mr. Soltis had found some meeting minutes from the 1960's that indicate the Library owns the building.

Director Errichetti asked Judge Holden to confirm that they owned the building in the North Branch, but not the land. Discussion followed about whether the solar contract would have to go through the City for approval.

• Finance

Director Errichetti said he was not able to do much with the trust due to COVID.

Director Errichetti said he had recently spoken with Mr. Nkwo about the re-valuation and will be monitoring the re-evaluation process.

GOVERNANCE **(Nominations)**

Director Cunningham said she did not know who was on the Governance Committee. Director Clemons and Director Greenberg informed her that they had volunteered for it.

Status/Action re recommended Policy revisions

Director Cunningham said she needed to have the Policy revisions resent to her for review. Ms. Braithwaite said that she would resend it.

Status/Action re applications to fill Board vacancy

Director Cunningham said she needed a date in order to set up Board interviews. She explained she did not have a Zoom account. Commission O'Donnell said he would set up the Zoom interviews. He suggested they wait until after the first of the year.

Director Errichetti asked if anyone was available on January 7th for interviews. Director Greenberg said he would be available. Director Cunningham said she would book the candidates.

PERSONNEL

Status/Action re job descriptions/IT position

Director Greenberg asked about the status of the job descriptions.

Ms. Braithwaite said she was advised by the Mayor's Office that she could proceed to writing the job description. She hoped they could advertise early in the new year.

MARKETING COMMITTEE

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

Director Errichetti said he would like to review the resumes. Ms. Braithwaite said that she would email them to him.

Ms. Eaddy, Ms. Santos and Ms. Braithwaite said they were on the committee along with some of the HR staff.

Director Cunningham said there had been some questions about what they wanted included in the RFP. She said Ms. Osborne-Gant was the point person on the project. Director Cunningham said Ms. Osborne-Gant was concerned about the budget because of the financial overruns.

Discussion followed about the long term goal of the RFP in terms of whether it would be a one shot deal or an on-going relationship with the marketing firm. Ms. Braithwaite said she had concerns that some of the transfers had not been done by the OPM office. Director Errichetti said he would email the amount that the Marketing campaign should be allocated.

Director Errichetti said they were looking for an on-going relationship. Director Cunningham asked for a list of what would come under the umbrella of Marketing. Mr. Soltis said he would email Director Cunningham the information.

REPORT OF FRIENDS OF THE LIBRARY

Director Errichetti said the Friends were basically shut down due to COVID. They will most likely not be able to financial help with programming.

NEW BUSINESS

Report Card on compliance with Strategic Plan

Commission O'Donnell said this was just a placeholder on the Agenda.

Report on Reservoir Corridor/Trumbull Gardens site issues.

Commission O'Donnell said he was invited to a Zoom meeting following a contentious NRZ meeting. There is a communications problem. The question centered around an expiring contract on a lot and the potential time line. Commission O'Donnell said the Master Plan had been done including that area.

Director Errichetti said they had requested adding a Police substation on the site. He noted they could not afford the debt service on the building.

Adoption of Meetings calendar for 2021.

Commission O'Donnell said the Board does not have to act on the adoption of the calendar immediately, but they do have to file with the City Clerk by the end of January.

**** DIRECTOR ERRICHETTI MOVED TO ADOPT THE RESOLUTION TO CONTINUE THE BRIDGEPORT LIBRARY BOARD OF DIRECTORS MEETINGS ON THE THIRD WEDNESDAY OF EVERY MONTH AT 6:00 P.M. WITH THE FINANCE AND BUILDING COMMITTEES SCHEDULED ON THE TUESDAY OF THE SECOND WEEK OF THE MONTH AND THE PERSONNEL AND GOVERNANCE ON THE SECOND WEDNESDAY OF THE MONTH AT 6:00 P.M.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti reminded everyone to file their confirmation of residency with the Town Clerk in January.

Mr. Soltis commented Ms. Braithwaite had been encouraging more people to apply for library cards. He mentioned that Congressman Himes would be also doing a video on this.

ADJOURNMENT

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

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:21 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services