

BRIDGEPORT LIBRARY

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

WEDNESDAY, JANUARY 18, 2023
BURROUGHS BRANCH
925 BROAD STREET, BRIDGEPORT, CT

ATTENDANCE: James O'Donnell, President; Thomas Errichetti, Treasurer; Donald Greenberg, Marcie Patton, Barbara Rogo, Denise Clemons (6:14 p.m.)

OTHERS: Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Sarah Santos, Administrative Assistant

WELCOME, CALL TO ORDER & ADOPTION OF AGENDA

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

- ** DIRECTOR ROGO MOVED TO ADOPT THE AGENDA AS PRESENTED.**
- ** DIRECTOR GREENBERG SECONDED.**
- ** THE MOTION PASSED UNANIMOUSLY.**

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- ** DIRECTOR ERRICHETTI MOVED THE MINUTES OF THE DECEMBER 21, 2022 MEETING.**
- ** DIRECTOR ROGO SECONDED.**
- ** THE MOTION TO APPROVE THE MINUTES OF THE DECEMBER 21, 2022 MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

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

Director Errichetti reviewed the monthly vouchers totaling \$112,855.31 with the Board Members.

There was a brief discussion regarding the selection of the vendor for the Newfield projects which remain to be completed. The items had been removed from the specs given to the contractor.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE PAYMENT OF VOUCHERS FOR THE SUM OF \$112,855.31.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti then reviewed the payroll variance report with the Board Members.

Director Errichetti then reviewed the transfer request for \$80,000 from the Full Time Earned Pay to Contracted Salaries as outline in the Board Member information packet.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE AMOUNT OF \$80,000 FROM THE FULL TIME EARNED PAY TO CONTRACTED SALARIES.**

**** DIRECTOR PATTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

UNFINISHED BUSINESS

❖ Status/Action re City Council review of Board Appointments

Director O'Donnell said background checks on the potential Board Appointments were moving forward.

❖ Status/Action re retention of Construction Manager for East Side Branch Phase II

There was no new information on the Construction Manager at this time.

❖ Status/Action re delivery of the proposed MOU by the City Attorney.

Director O'Donnell said there was no update at this time.

❖ Status/Action re security incident and establishment of metrics for review.

Director O'Donnell said there was no incidents to report at this time.

❖ Discussion re hours of operation at all locations.

Ms. Braithwaite presented a proposed schedule for amending the Library hours to the Board Members. She said that she would bring an overall schedule for all the branches.

CORRESPONDENCE AND COMMUNICATIONS

Director O'Donnell said that he had spoken to the attorney about the trust stipulations. The discussion move to a brief overview of the deed restrictions on the property.

CITY LIBRARIAN REPORT

❖ Presentation by staff

Ms. Braithwaite said that Senator Blumenthal was interested in visiting the Bridgeport Library on February 4th. The Library web page has a list of upcoming events at each branch. The discussion moved to filling the library page jobs.

Ms. Braithwaite has been asked to give a presentation to the CT Libraries and Partners for Digital Equity.

The staff reports were included in the Board information packet.

COMMITTEE REPORTS:

❖ Buildings

• Status/Action re report of David Otero re a facilities audit.

Director Errichetti said that the Building Committee had a good meeting last week. He noted that the Black Rock branch would need more extensive work since the wooden cornice was also rotting. He then gave a brief overview of the maintenance issues at the other branches.

The East Side Library Book Drop has been removed due to lack of usage. They will place a garbage can there for the used needles and other debris.

The discussion moved to Reservoir Avenue. Director Errichetti said that he had made it very clear to Council Member Roman-Christy that the Library will not take on any debt service for the project. The discussion moved to potentially contacting the State for funding and a potential alternative site between two schools.

• Status/Action re close out and state grant for Newfield Branch

Director Errichetti said that there was no sign for the building. He displayed a photo showing a short term solution for the signage.

- **Status/Action re FFE and opening of Beardsley Branch**

The soft opening for Beardsley will be on March 1st. They will hold the payment of the vendor until the furniture has arrived

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

Director Errichetti provided the company with insurance certificate and proof of ownership.

- **Status/Action re Burroughs/Saden windows /marketplace/teen center projects.**

Director Errichetti said that earlier in the meeting the Board had approved the vouchers for the construction of the wall and the accordion door.

- ❖ **Finance**

- **Status/Action re 2022-2023 Budget**

Director Errichetti said there was no additional information at this time.

- ❖ **Governance (Nominations)**

- **Recommendation for Board Retreat January 28, 2023**

The Board Retreat has been rescheduled to January 28, 2023. He said that the retreat would most likely be from 9:30 to 12 p.m.

- **Status/Action re revision of comprehensive Policy Manual**

- **Status/Action re staff review for new Strategic Plan.**

- ❖ **Marketing Committee**

- **Status/Action re marketing and approval of True North Scope of Work**

There was no report at this time.

- ❖ **Personnel**

- **Status/Action re performance review of City Librarian**
- **Status/Action re table of organization / job descriptions / IT position**

Director Clemons said that they continue to work on the Staff chart.

She said that Ms. Braithwaite is moving forward on the Custodian 1 position. She said that they were also discussing name tags for staff and noted that the staff members would have an option of having first and last name on the tag. The work week will be expanded from 34 to 40 hours for consistency.

A discussion followed about the door counters and their locations at the various branches. Some of the counters appear to be in the lobby of the buildings, which captures the public that use the community room, while other counters are located at the library door and only captures the library patrons. Ms. Braithwaite noted that they do track the attendees for community room events.

REPORT OF FRIENDS OF THE LIBRARY

Director Errichetti said that he and BR had met to discuss possibly developing a reading program for the schools. The SBA is no longer functioning. There is the possibility of creating a position for a library staff using grant funding. This could also be done through the friends. This will be discussed by the Committee.

NEW BUSINESS

❖ Status/Action re Grand Opening Events for the Beardsley Branch

Ms. Braithwaite said that once they have the soft opening, the Grand Opening can be planned in earnest.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE AN ALLOCATION NOT TO EXCEED \$2,000 FOR THE BEARDSLEY GRAND OPENING.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

❖ Discussion /Action re naming of library spaces.

Director Errichetti said that they had discussed the dedication of library spaces to various individuals. He said that there were times when in-kind donations were acceptable

**** DIRECTOR ERRICHETTI MOVED TO NAME THE BLACK ROCK LOWER LEVEL STAFF BREAK ROOM FOR ASSISTANT LIBRARIAN JOHN SOLTIS.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE UNANIMOUS MOTION PASSED RESOUNDINGLY.**

Director Errichetti announced that Assistant Librarian Soltis would be retiring on January 31st.

Director Errichetti said that it was Director O'Donnell's 40th anniversary serving on the Board.

**** DIRECTOR ERRICHETTI MOVED TO NAME THE CHILDREN'S ROOM AT NEWFIELD AS THE JAMES O'DONNELL MEMORIAL ROOM.**

**** DIRECTORS CLEMONS, GREENBERG AND PATTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR ERRICHETTI MOVED TO NAME THE TEEN ROOM AT NEWFIELD FOR JUDGE WILLIAM HOLDEN.**

**** DIRECTOR GREENBERG SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti said that he had discovered that Julian Sullivan had served as City Library Director for 28 years and when he passed away, the Board held a special meeting to locate a new director that was the same age and culture in 1963. Discussion followed about past City Librarians.

• Reminder to Directors re Residency Affidavit submission.

Director O'Donnell reminded everyone to file their

Director Errichetti announced that the library is sponsoring a concert on February 23rd at 7 p.m. at the Klein for the Black History Month. Tickets are free. Director Errichetti said that he was sponsoring the concert on behalf of the library.

Director O'Donnell said that he had spoken with the Director of the Klein regarding the "Learn More About It, Read More About It" program. There will be a of Dungeon and Dragons celebrity panel held.

The February Board meeting is scheduled for February 15, 2023.

ADJOURNMENT

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

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION TO ADJOURN PASSED UNANIMOUSLY.**

The meeting adjourned at 7:06 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services