

# BRIDGEPORT LIBRARY

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

## FEBRUARY 17, 2021 MINUTES

**ATTENDANCE:** James O'Donnell, President; Kenya Osborne-Gant; Thomas Errichetti, Secretary/Treasurer; Denise Clemons, Donald Greenberg

**OTHERS:** Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Dr. Marcie Patton

### WELCOME AND CALL TO ORDER & ADOPTION OF AGENDA

Director O'Donnell called the meeting to order at 6:07 p.m. He called the roll and announced a quorum was present.

**\*\* DIRECTOR ERRICHETTI MOVED TO AMEND THE AGENDA TO ADD SOLAR PANELS AND RESERVOIR CORRIDOR ISSUE.**

**\*\* DIRECTOR GREENBERG SECONDED.**

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

### APPROVAL OF MINUTES OF PREVIOUS MEETINGS.

**\*\* DIRECTOR GREENBERG MOVED TO APPROVE THE MINUTES FOR JANUARY 20, 2021 REGULAR MEETING.**

**\*\* DIRECTOR ERRICHETTI SECONDED.**

The following correction was noted:

Page 7, under **Status/Action re nomination to fill Director vacancy, and all references forward:** please change "Dr. Marcy Patton" to "Dr. Marcie Patton"

**\*\* THE MOTION TO APPROVE THE MINUTES FOR JANUARY 20, 2021 REGULAR MEETING AS CORRECTED PASSED UNANIMOUSLY.**

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

Director Errichetti reviewed the transfers with the Board Members.

**\*\*DIRECTOR ERRICHETTI MOVED TO APPROVE THE VOUCHERS FOR \$23,834.45 AS PRESENTED.**

February 17, 2021 Board Vouchers-tentative

#	Vendor	Description	Amount
1	Hearst Media Services	CT Post Advertisement	\$398.24
2	Insalco	additional repairs to 2nd floor	\$1,896.25
3	Network Synergy	DNS hosting	\$120.00
4	PastPerfect	Annual support renewal for HC	\$540.00
5	Sonitrol	Newfield Alarm Services \$705/quarte	\$2,820.00
6	Ubuntu Storytellers	Library Program via Zoom Feb.23, 2021	\$500.00
7	Uline	Heavy duty storage cabinet w/ dolly for East	\$890.47
			\$ 7,164.96



**Other Funds**

From	Vendor	Description	Amount
Non-Levy	CLSP	Summer Reading supplies all locations	1,169.49
Non-Levy	Matchbox Theater Co.	Library Program April 8 & 10 w/ Webinar	500.00
Saden	Midwest Tape	Hoopla content	15,000.00
			\$ 16,669.49

7,164.96
16,669.49
Grand Total \$ 23,834.45

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

- Line Item Transfer of \$1,200 from salaries to utilities

Transfer <u>\$1200</u> <b>FROM:</b> Line 51099 Contracted Salaries <b>TO:</b> Line 53110 Water Utility \$700 and <b>TO:</b> Line 53120 Sewer Fees \$500		
<b>From: 51099 Contracted Salaries      To: 53110 Water      &amp;      To: 53120 Sewer User Fees</b>		
\$ 42,926.25	\$ 22.66	\$250.00
<u>-\$ 1,200.00</u>	<u>+\$700.00</u>	<u>\$500.00</u>
\$ 41,726.25	\$722.66	\$750.00
<b>Additional Comments:</b>		

**\*\*DIRECTOR ERRICHETTI MOVED TO APPROVE THE TRANSFER OF \$1,200 FROM THE CONTRACTED SALARIES TO UTILITIES AS PRESENTED.**

**\*\* DIRECTOR GREENBERG SECONDED.**

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

**• Payroll Variance**

Director Errichetti reviewed the Payroll Variances and stated that this item was just for the Board Members' information.

**\*\* DIRECTOR GREENBERG MOVED TO APPROVE THE PAYROLL VARIANCES AS PRESENTED.**

**\*\* DIRECTOR OSBORN-GANT SECONDED.**

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

**UNFINISHED BUSINESS**

**• Status/Action to implement Library Re-Opening Plan**

Ms. Braithwaite said that they were considering opening the library for browsing as of March 1st. There will be no chairs available for sitting. The second floor is about two or three weeks away from opening. The computers will then be set up and then the second floor will be re-opened.

Director O'Donnell said that the Governor is allowing 50% capacity up to 100 individuals. He asked how they are going to control the numbers of people coming in. Ms. Braithwaite gave a brief overview.

Director Errichetti asked if the History Center would be open at Burroughs. Ms. Braithwaite said that she had to consider this and it would likely have the same operation protocols as the computers.

Director O'Donnell asked how they would do the roll out. Ms. Braithwaite said that they have a nice set of flyers and these would be modified. They can also send out press releases.

Director O'Donnell thanked Ms. Braithwaite and the staff for all their hard work.

**• Status/Action re review by City Ethics Commission for referral to City Council for confirmation of Marcie Patton**

Mr. Soltis said that the background check has been completed and that Ms. Vickers would be placed Dr. Patton on the Ethics Committee agenda and then pending approval, the nomination would be placed on City Council agenda.

### **Correspondence and Communications**

There were none at this time.

### **CITY LIBRARIAN REPORT**

#### **• Presentation by Staff**

Ms. Braithwaite presented her report as included in the Director's packet.

Director Errichetti asked about the State bonding. Ms. Braithwaite said that Ms. DeJesus explained that while it is a bond, the State Library will be administering it.

Director Errichetti said that the Upper East Side did not go through this process. Ms. Braithwaite said that she would be meeting with Ms. DeJesus about this. Director Errichetti said they had not planned on having an architect do the design or the cost for doing this. Discussion followed.

Director Clemons said that she did not receive any documentation. Ms. Braithwaite said that she had sent it on Friday. Ms. Braithwaite said that she had been having email issues. Director Greenberg and Director O'Donnell both said that they did not receive the documentation either. Director O'Donnell said that they should verify their emails with Ms. Braithwaite.

Ms. Braithwaite said that the City had recently started using Microsoft Teams for sending purchasing documentation. Director Errichetti asked why the library does not use the same email extension as the rest of the City. Director O'Donnell said that it has been this way for a long time and this was one of the reasons the Library needs to have an IT staff member.

### **COMMITTEE REPORTS:**

#### **• Buildings**

##### **Status/Action re Newfield construction/opening**

Director Errichetti said that they had approved all the payments for Ashlar's vendors. He said that he needs an additional \$20,000 of Library surplus to be for subcontractor payments.

**\*\* DIRECTOR ERRICHETTI MOVED TO TRANSFER \$20,000 OF LIBRARY SURPLUS TO PAY FOR CONSTRUCTION SUB-CONTRACTORS.**

**\*\* DIRECTOR GREENBERG SECONDED.**

**\*\* THE MOTION PASSED WITH THREE (3) IN FAVOR (ERRICHETTI, GREENBERG AND CLEMONS) AND ONE (1) OPPOSED (OSBORNE-GANT).**

Director Errichetti said that Anthony had informed him that they had started the CO process and read the various punch list items. He said that he would like to have a tour of the building. This was agreeable to all. Director Errichetti said that they would have schedule a date.

A discussion followed about the storage fees and what furniture was on site at Burroughs.

#### **Status/Action re demolition / construction of Upper East Side**

The building is down and the fencing has been removed. Council Member Pereira said that there was some illegal dumping going on. Ms. Braithwaite said that with the fencing down, there will be more dumping because it is an empty lot now. Director O'Donnell asked if they could check with Public Facilities to see if they have any temporary fencing

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

An architect is needed first before the RFQ can be issued.

#### **Reservoir Avenue**

Director Errichetti said that the Mayor was planning on amending the Capital Plan to include this. He said that the GVI and others were happier now that they know they won't be evicted. Director O'Donnell said that GVI 's lease was expiring in March and there is a way to work together including having a charette with the other stake holders.

#### **Solar for Burroughs, North and possibly Newfield.**

Director Errichetti asked if the Library terminated the contract early.

Mr. Soltis has confirmed that they do not own the land at North. Now the question is what approvals are needed if solar was installed, since it does not involve the land at all. Director O'Donnell said that they probably have to contact the City Attorney to get a ground lease for North.

Director Errichetti said that he would like to move ahead with Burroughs. He will continue working with Burroughs and the roofs have passed inspection. Black Rock does not have enough roof surface to make it worthwhile. Newfield should have enough flat roof for solar panels.

#### **• Finance –**

## **Status of Certified 2020 Grand List and preparation of 2021-22 Budget**

The City has certified the Grand List and last year, there was a 30% increase. Using the same calculations from last year, last year the Grand List yielded a \$7.9 million dollar budget. With an assumed 98.3% collection rate on real estate and personal property and 85.4% on autos, the Library budget for 2021-22 would be \$10,165,925, which is an increase of approximately \$2, 258,000. Due to the last referendum, the City is required to give the Library \$10,165,925. He wondered what Mr. Nkwo and Alfredo would do to withhold some of that money.

Director Errichetti said that his calculations indicate that the Library needs approximately \$9 million, which does not include any debt service for Reservoir Avenue. He encouraged everyone to consider how to proactively handle the issue.

Director O'Donnell suggested that this be referred to the Finance Committee. Director Errichetti said that they need to know by location what the staffing needs are for the budgeting process.

The discussion moved to the amount of usage for digital books and if there was a digital divide in the City.

Director Osborn-Gant asked if there were still librarians working for the BOE. Ms. Braithwaite said that the branch managers have been in contact with the school librarians.

## **Governance (Nominations)**

### **Status /Action re recommended Policy / By-Laws revisions**

Director O'Donnell said that he would take responsibility to get a revision of the By-Laws out for discussion at next month's meeting.

## **Personnel**

### **Status/Action re job descriptions / review of table of organization**

Director O'Donnell asked Director Greenberg to call the Committee together to move the Table of Organization forward.

## **Marketing Committee**

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

Ms. Braithwaite said that she has spoken with Director Osborne-Gant and she still has some final details about the Marketing Firm RFQ and will be sending it to Purchasing in the next few days.

8. **REPORT OF FRIENDS OF THE LIBRARY**

Director Errichetti said that the Friends have not met in over a year.

9. **NEW BUSINESS**

Mr. Soltis said that the Library had spent \$350.00 money to support Harding High with spring sports t-shirts.

**\*\* DIRECTOR ERRICHETTI MOVED TO ADD AN ISSUE REGARDING HARDING HIGH SCHOOL T-SHIRTS TO THE AGENDA.**

**\*\* DIRECTOR CLEMONS SECONDED.**

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

Director O'Donnell said that he thought sponsoring the t-shirts was a good thing to do, but it needs to be coordinated. Director Errichetti said that it needs to be equitable for all the high schools.

Director Osborn-Gant asked how this support started. Mr. Soltis said that it originally was a solicitation. He suggested that they develop a coherent policy. Director Greenberg said that it should be referred to the appropriate committee. Discussion followed.

**\*\*DIRECTOR ERRICHETTI MOVED TO REFER THE HARDING HIGH SCHOOL T-SHIRTS REQUEST TO APPROPRIATE COMMITTEE FOR FURTHER CONSIDERATION.**

**\*\* DIRECTOR GREENBERG SECONDED.**

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

**NEXT REGULAR BOARD MEETING – MARCH 17, 2021 – 6:00 P.M.**

**10. ADJOURNMENT**

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

**\*\* DIRECTOR CLEMONS SECONDED.**

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

The meeting adjourned at 7:07 p.m.

Respectfully submitted,

Bridgeport Library  
Board of Directors  
Regular Meeting  
February 17, 2021

S. L. Soltes  
Telesco Secretarial Services