

BRIDGEPORT LIBRARY

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

WEDNESDAY, DECEMBER 21, 2022
BURROUGHS SADEN LIBRARY CLASSROOM
925 BROAD STREET, BRIDGEPORT, CT

ATTENDANCE: James O'Donnell, President; Thomas Errichetti, Treasurer. Denise Clemons, Kenya Osborne Grant & Barbara Rogo

OTHERS: John Soltis, Assistant City Librarian; Sara Santos, Administrative Assistant; Nykia Eddy, Andre O'Connor, Mark Anastasi, City Attorney, John Bohannon, City Attorney

WELCOME, CALL TO ORDER & ADOPTION OF AGENDA

Director O'Donnell called the meeting to order at 6:32 p.m. There was a quorum present.

**** DIRECTOR ERRICHETTI MOVED TO ADOPT THE AGENDA AS PRESENTED.
** DIRECTOR CLEMONS SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS CONTRACT LITIGATION WITH ALL BOARD MEMBERS, CITY LIBRARIAN AND CITY ATTORNEYS ANASTASI AND BOHANNON

**** DIRECTOR ERRICHETTI MOVED TO GO INTO EXECUTIVE SESSION
** DIRECTOR CLEMONS SECONDED
** THE MOTION PASSED UNANIMOUSLY**

MOTION TO AUTHORIZE THE CITY ATTORNEY TO NEGOTIATE SETTLEMENT WITH ASHLAR CONSTRUCTION IN ACCORDANCE WITH TERMS DISCUSSED DURING THE EXECUTIVE SESSION.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE**

**** DIRECTOR OSBORNE-GANT SECONDED
** THE MOTION PASSED UNANIMOUSLY**

Bridgeport Library
Board of Directors
Regular Meeting
December 21, 2022

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

**** DIRECTOR ERRICHETTI MOVED THE MINUTES OF THE NOVEMBER 16, 2022 MEETING.**

**** DIRECTOR OSBORNE GANT SECONDED.**

**** THE MOTION PASSED WITH DIRECTOR CLEMONS ABSTAINING**

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

Director Errichetti reviewed the monthly vouchers totaling \$50,052.89 with the Board Members.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE PAYMENT OF VOUCHERS FOR THE SUM OF \$50,052.89.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti then reviewed several transfer requests.

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE AMOUNT OF \$15,692.00 FROM SPECIAL FREEZE TO OTHER SERVICES TO COVER ADDITIONAL VAN COST AND CINTAS FIRST AID SUPPLIES.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE AMOUNT OF \$2,000.00 TO BE TRANSFERRED FROM OUTSIDE PROGRAMMING TO OTHER MAINTANENCE AND REPAIRS TO COVER MISCELLANEOUS REPAIR EXPENSES THROUGH JUNE 30, 2023.**

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTORERRICHETTI MOVED TO APPROVE THE AMOUNT OF \$8,000.00 TO BE TRANSFERRED FROM MARKETING SERVICES TO COMPUTER SOFTWARE**

TO COVER THE PURCHASES OF MICROSOFT OFFICE 365.

**** DIRECTOR CLEMONS SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

**** DIRECTOR ERRICHETTI MOVED TO APPROVE THE AMOUNT OF \$10,000 TO BE TRANSFERRED FROM MARKETING SERVICES TO EQUIPMENT RENTAL TO COVER THE COST OF PHOTOCOPY PRINTS AND TONER FOR PUBLIC AND STAFF COPIERS.**

**** DIRECTOR CLEMONS 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

The Construction Manager position will need to be re-bid because the prior bids have expired.

❖ 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.

City Librarian Braithwaite said there was no update at this time.

❖ Discussion re hours of operation at all locations.

City Librarian Braithwaite said there was no update at this time; however, Beardsley proposed hours have been revised

CORRESPONDENCE AND COMMUNICATIONS

Communication from the Saden Estate was received. Sacred Heart University has offered \$650,000 for the Saden property on Park Avenue. Judge Saden specifically stated no offer less than \$750,000 should be accepted.

**** DIRECTOR CLEMONS MOVED THAT JUDGE SADEN’S EXPRESSED WISHES SHOULD BE HONORED AND THE BOARD SHOULD NOT ENDORSE A VALUE LESS THAN STIPULATED BY JUDGE SADEN.**

**** DIRECTOR ERRICHETTI SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

CITY LIBRARIAN REPORT

❖ Presentation by staff

The staff reports were included in the Board information packet.

❖ Presentation by Andre O’Connor – Digital Navigator

Andre O’Connor provided highlights regarding the recently launched Digital Navigator program at the Bridgeport Public Library. The program is offered at each location by a designated Library staff member – for some patrons assistance is provided for the patron’s devices and for others devices are provided. Sessions can be up to one hour and multiple sessions are allowed. To date the program has been deemed a success. The biggest challenge is finding funds for future device purchases.

COMMITTEE REPORTS:

❖ Buildings

• Status/Action re Newfield Punchlist items and State Grant close out.

Director Errichetti gave a general update on Newfield and stated that the grant application and paperwork had been filed with the State. Remaining items on the punch list include: remote front door opening, study room dividers, gate at foot of terrace stairs and window tinting.

- **Status/Action redesign meeting with Antinozzi Architects for East Side Phase II**

Director Errichetti explained that purchase order paperwork is now in order and Ms. Braithwaite will schedule a meeting with Antinozzi to review floor plan/programming of the branch before proceeding to next steps.

- **Status/Action re Beardsley Branch Certificate of Occupancy and plans for opening**

Director Errichetti reported that most of the furniture has been received and Baker and Taylor is shipping books. City Librarian confirmed that a soft opening of February 2, 2023 may be possible.

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

The Solar panel installation at North should begin in January and Burroughs will follow shortly. Director Errichetti indicated he signed the interconnection agreement which should be the last step before installation.

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

There is no update at this time.

- **Status/Action re priority maintenance issues**

Director Errichetti stated that David has continued to work on various jobs and projects.

- ❖ **Finance**

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

Director Errichetti said there was no additional information other than the payroll savings.

- ❖ **Governance(Nominations)**

- **Status/Action review of other policies/process for Board recruitment**

Director O'Donnell said that the Committee is reviewing recruitment.

- **Status/Action re process for updating Strategic Plan and Goal Metrics.**

Director O'Donnell gave a brief overview of the discussion.

❖ **Marketing Committee**

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

No report at this time.

❖ **Personnel**

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

No report at this time.

REPORT OF FRIENDS OF THE LIBRARY

Director Errichetti indicated that the current literacy coordinator may be looking to retire in the next year and a replacement is being sought.

If the Friends are to continue, Director Errichetti strongly recommends that it be expanded to include a Foundation that would raise capital and operational supplemental funds.

Director Errichetti also stated that new volunteers are needed for the Friends organization.

NEW BUSINESS

❖ **Community engagement ideas and options.**

Director O'Donnell said that he would like this to be discussed at the informal Board retreat.

❖ **Review/Action re date and location for January 2023 Board Meeting.**

The January 2023 Board meeting is scheduled for January 18th at Burroughs unless changed before meeting.

ADJOURNMENT

**** DIRECTOR CLEMONS MOVED TO ADJOURN.**

**** DIRECTOR OSBORNE-GANT SECONDED.**
**** THE MOTION TO ADJOURN PASSED UNANIMOUSLY.**

The meeting adjourned at 8:14 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services