

**Bridgeport Library
Board of Directors
Regular Meeting
Wednesday, July 17, 2024**

ATTENDANCE: James E. O'Donnell, President; Thomas R. Errichetti, Treasurer; Barbara Rogo and Kathleen E. Turner
Zoom – Kenya Osborne-Gant; Vice President; Denise Clemons, Secretary;
Jeanette Allam and Marcie Patton

STAFF: Elaine Braithwaite, City Librarian – (Zoom); Laura Matthews, Assistant City Librarian; Sara Santos, Administrative Assistant and Margaret Girgis, Black Rock Branch Manager

OTHER:

CALL TO ORDER

President O'Donnell called the meeting to order at 5:35 p.m. A quorum was present at the time of the roll call and throughout the meeting.

- **Swearing in Ceremony for newly approved Directors**

Directors Clemons and Turner were sworn in by President O'Donnell. Once Director Clemons has signed the letter of certification, it will be sent to Frances Ortiz in the City Clerk's office.

- **Presentation via Zoom by True North re Logo and Creative Concepts.**

True North presented logos and creative concepts for the Bridgeport Public Libraries to the Board of Directors. There was a comprehensive and lengthy discussion. It was decided that an update based on the discussion of the Board would be presented at a Special Meeting in the near future. It is imperative that this project move forward. Target date is September 2024.

APPROVAL OF AGENDA

**** DIRECTOR ERRICHETTI MOTIONED TO APPROVE THE JULY 17, 2024 AGENDA.**

****SECONDED BY DIRECTOR PATTON.**

****THE MOTION PASSED UNANIMOUSLY.**

APPROVAL OF MINUTES OF PREVIOUS MEETINGS – APRIL 17, 2024 AND JUNE 12, 2024

**** DIRECTOR CLEMONS MOTIONED TO APPROVE THE APRIL 17, 2024 AND JUNE 12, 2024 MEETING MINUTES.**

****SECONDED BY DIRECTOR ERRICHETTI.**

****THE MOTION PASSED WITH AN ABSTENTION FROM DIRECTOR PATTON ON THE APRIL 17, 2024 MINUTES.**

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

****DIRECTOR ERRICHETTI MOTIONED TO APPROVE THE VOUCHERS TOTALING \$1,368,719.69.**

****SECONDED BY DIRECTOR CLEMONS.**

****THE MOTION PASSED UNANIMOUSLY.**

There were no Line Transfers.

Director Errichetti also stated that after a review of Fiscal 23-24 results there may be a surplus of \$750,000.00, including a payroll surplus of \$87,000.00

UNFINISHED BUSINESS

● Status/Action re: review of Library Hours of Operation

City Librarian Braithwaite stated that there was no update. This decision is pending the approval of NAGE.

● Status/Action re: City Council approval of Director Appointments

Directors Bermeo and Allam are in the process and the next step is to meet with the Ethics Committee. Directors Errichetti, Patton and Rogo are waiting for their background checks to be completed.

● Status/Report re: MOU with City Attorney Office

President O'Donnell stated that he had met with City Attorney Tyisha Toms. Items discussed were as follows: requesting a seat at the table for Union negotiations; the transparency of how the mill rate is distributed to the Library; status of signatures needed for Library personnel appointments and purchasing procedures. City Attorney Toms stated that she is in the process of rewriting the purchasing ordinances. City Librarian Braithwaite also stated that the State Library Board had placed the Eastside Contract on their Consent Agenda and the issue with Contract had been addressed by the City.

- **Status and implementation of the new Library App**

City Librarian Braithwaite stated that the App has been completed and payment has been made. The App is working and will be consistently updated. There will likely be a soft opening of the App when the new Library logo is completed. Director Errichetti stated that the logo needs to be completed by the September 18, 2024 Library Board Meeting. All Directors in attendance agreed with this date.

- **Submission of preferences for Committee Assignments**

President O'Donnell stated that he would caucus with individual Directors regarding Committee assignments. He stated that there was some discussion regarding the dates of certain Committee meetings presenting a conflict and there may need to be discussion around changing the days of some Committee meetings.

- **Status of piano donation**

President O'Donnell stated that there was disturbing conversation with the donor of the piano and Library staff around the placement of the piano in the Main Lobby of the Burroughs Branch. He stated that there was pushback from the staff. He also stated that it had been previously discussed by the Directors that this is where the piano was to be placed. After more discussion, there was a motion made on the placement of the donated piano.

****DIRECTOR ERRICHETTI MOTIONED TO DISCARD THE OLD PIANO ON THE SECOND FLOOR AND REPLACE IT WITH THE NEWLY DONATED PIANO.**

****SECONDED BY DIRECTOR CLEMONS.**

****THE MOTION PASSED WITH UNANIMOUSLY.**

CORRESPONDENCE AND COMMUNICATIONS

President O'Donnell shared that communication has been received from the Estate of Catherine Cornell which has donated ½ of an IRA account for a bequest of approximately \$65,000.00.

****DIRECTOR ERRICHETTI MOTIONED TO ALLOW PRESIDENT O'DONNELL TO REPRESENT THE BOARD OF DIRECTORS IN THIS MATTER.**

****SECONDED BY DIRECTOR CLEMONS.**

****THE MOTION PASSED WITH UNANIMOUSLY.**

Mr. Weber from Fairfield University regarding borrowing the laminate painting at Burroughs for a display that the University is doing on American Flags with a proposed date of January 27, 2025 – July 25, 2026. The University Exhibit will begin in January 2026. The Library Board is requesting information on a certificate of insurance and transportation details from the University.

City Librarian Braithwaite announced that the Grand Opening of the Bridgeport Innovation & Entrepreneurship Center is scheduled for tomorrow, July 18, 2024, at 6:00 p.m. on the second floor of the Burroughs Branch. There was disappointment from the Board that this had not been publicized to the public on the Library's website. City Librarian Braithwaite stated that this initiative had their own

followers and it had been publicized on EventBrite. There was concern from the Board regarding the Library's involvement and if the operation is solely the responsibility of volunteers and not Library staff. The training to use the materials is done by the volunteers and the Center's materials at the Library should be posted to ensure that all Library cardholders have access.

City Librarian Braithwaite also shared that there was a request to place a mural on the Burroughs Branch. The Board of Directors discussed whether to possibly place this on the garage door versus the brick and mortar of the building. Further discussion will occur when more information is received regarding the design and desired location.

CITY LIBRARIAN REPORT

- **Review of monthly statistics and presentation by staff**

Outreach continues to be done in the City. The Library has been at City events – i.e., parades, Farmer's Market and other events that a request has been submitted. The East Side Branch Renovation Phase 2 is progressing. She stated that the plans for the finalization of the closure of the East Side Branch are almost completed. The Digital Navigator program is moving and there is a continued interest from the public.

Director Errichetti questioned the validity of the door count information. Black Rock, Newfield and the East Side Branches were specifically discussed. Assistant City Librarian Matthews stated that the information is being reviewed and the Door Counters are being addressed.

Director Clemons shared information that she had received from other Libraries regarding food insecurities for youth and programs based on the summer months. She asked for information on any specific programs the Bridgeport Libraries were doing to increase youth participation in the summer? City Librarian Braithwaite and Branch Manager Girgis stated that there were programs for the youth. City Librarian Braithwaite also stated that since COVID, the summer feeding had changed; however, the Libraries would be looking at grants for next year.

COMMITTEE REPORTS

BUILDINGS

- **Status/Action re: East Side Branch Phase II project**

The Branch is being prepared for closure.

- **Status/Action re: Solar Projects for Burroughs/Saden and North**

Director Errichetti stated the solar panels at Burroughs are live. The roof replacement at North has been placed out to bid.

- **Status/Action re: Burroughs/Saden 1st floor Changes and Acoustics**

Director Errichetti shared the 1st floor panel designs that will help with the acoustics to the Board.

- **Status/Action re: Report of David Otero Regarding Other Facility Issues**

Director Errichetti stated that since the Branches are designated Cooling Centers, HVAC issues continue to be addressed.

FINANCE

- **Review of MUNIS Incorporation of 2024-25 Budget**

Director Errichetti stated that process to update the budget to align with the payroll variance has begun.

GOVERNANCE

- **Status/Action re: Staff Referral of Policy Revisions**

No Report.

- **Status/Action re: Adoption of Consent Agenda Process**

President O'Donnell reiterated that the timetable is needed for the Consent Agenda process. He asked if June 30th is the date for the end of year calendar? Input was requested for this meeting, July 17, 2024 and will be needed at the August 21, 2024 Board of Directors Meeting.

MARKETING

- **Status/Action re: Meetings with True North Campaign Strategies**

This was shared during the Presentation via Zoom by True North re Logo and Creative Concepts Agenda item.

PERSONNEL

Director Clemons stated that there was a very productive meeting with Dr. Rodriguez, Director of Health & Social Services and Nellie Rivera, Social Worker from the City of Bridgeport. The discussion included gathering metrics on requests for services from the patrons of the Bridgeport Public Library.

Dr. Rodriguez also said that she is willing to collaborate with the Libraries on trainings and is willing to help to provide support from other Social Workers in her office. At the September 11, 2024 Personnel Committee Meeting, an update will be provided by Dr. Rodriguez and Ms. Rivera.

- **Status/Action re: Table of Organization/Job Descriptions**

Director Clemons stated that this was tabled. It will be discussed at the August 14, 2024 Personnel Committee Meeting.

- **Status/Action re: Design of City Librarian evaluation and metrics**

City Librarian Braithwaite stated that she will submit her Self Evaluation at the August 14, 2024 Personnel Committee Meeting.

REPORT OF FRIENDS OF THE LIBRARY

Director Errichetti stated that they are assisting with the 1,000 Books Before Kindergarten Project and are anticipating a 1,000 Books Before You Die Project. The Friends also want to elevate the hours of the garage.

NEW BUSINESS

- **Review of Strategic Plan and timeline for revision**

This will be discussed further when the Marketing Plan has been finalized.

- **Review of the Committee Meeting dates**

This will be shared once President O'Donnell has discussed with individual members of the Board.

ADJOURNMENT

****DIRECTOR CLEMONS MOTIONED TO ADJOURN.**

****DIRECTOR PATTON SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:06 p.m.

Respectfully submitted,

Denise L. Clemons,
Secretary