

BRIDGEPORT LIBRARY

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

April 20, 2022
AT NEWFIELD LIBRARY

ATTENDANCE: James O'Donnell, President; Kenya Osborne-Gant, Vice President; Thomas Errichetti, Treasurer; Denise Clemons, Secretary; Jeanette Munoz-Allam; Donald Greenberg; and Barbara Rogo.

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

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 there was a quorum.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- ** DIRECTOR ERRICHETTI MOVED TO APPROVE THE MINUTES OF THE PREVIOUS MEETING.**
- **DIRECTOR GREENBERG SECONDED.**
- **DIRECTOR ROGO ABSTAINED.**
- **THE MOTION PASSED.**

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

Director Errichetti reviewed the vouchers with the Board Members.

- **DIRECTOR ERRICHETTI MOVED TO APPROVE THE VOUCHERS AS PRESENTED IN THE AMOUNT OF \$134,184.69.**
- **DIRECTOR CLEMONS SECONDED.**
- **THE MOTION PASSED UNANIMOUSLY.**

Director Errichetti stated that there were no line item transfers and the wrong payroll variance was included in the Board Packet.

UNFINISHED BUSINESS

- ❖ **Status/Action re Grand Opening Celebration for the Newfield Branch.**

There was a discussion regarding the date of the Grand Opening. Saturday, June 11, 2022 was decided; however, NykiaEaddy would be contacted to verify if the selected dated would fit her schedule.

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

There has not been any information received from City Attorney on this issue.

CORRESPONDENCE AND COMMUNICATIONS

Ms. Braithwaite said that she had received a survey for Board Members from the Association of CT Library Boards (ACLB). The survey must be returned to Elaine by May 2022.

CITY LIBRARIAN REPORT

Ms. Braithwaite provided an overview of her Report and corrected the date of April 29 to March 29 for the new staff committees meeting date. Acknowledgement was made of the promotions of Ana Tollinchi (Burroughs), Nicholas Roman (Newfield) and Anna Knorovska to Library Assistant III. She will also request a presentation for the Digital Navigator Pilot. Outreach will also be done through community partnerships. There was no presentation by staff.

COMMITTEE REPORTS

❖ **BUILDINGS**

Upper East Side

According to Downs, due to a supply chain issue, HVAC system has been delayed. Receipt of item has been changed from May 6 to May 17.

Proposed Change Orders –

- Book Kiosk - \$18,000.00
- Awning - \$8,000.00
- Electric - \$1,000.00

****DIRECTOR ERRICHETTI MOVED TO APPROVE THE PROPOSED CHANGE ORDERS AS PRESENTED.**

****DIRECTOR GREENBERG SECONDED.**

****THE MOTION PASSED UNANIMOUSLY.**

The need for additional sidewalks/curb walk cuts was discussed. Director Errichetti also stated that we should install and ask the City for reimbursement.

****DIRECTOR ERRICHETTI MOVED TO APPROVE THE PROPOSED CHANGE ORDERS AS PRESENTED.**

****DIRECTOR OSBORNE-GANT SECONDED.**

****THE MOTION PASSED UNANIMOUSLY.**

Furnishing for the Upper East Side are delegated to Ms. Braithwaite and any Board Directors who wish to be included. The Meeting will be held on April 29, 2022 at 1:00 p.m. at the office of Antinozzi Associates PC.

September 1, 2022 was designated as a Soft Opening for the Upper East Side Library.

****DIRECTOR ERRICHETTI MOVED TO APPROVE DELEGATING MS BRAITHWAITE TO MAKE FURNISHING SELECTIONS FOR UPPER EAST SIDE.**

****DIRECTOR CLEMONS SECONDED.**

****THE MOTION PASSED UNANIMOUSLY.**

There was discussion on the signage for the building. Sign will state Bridgeport Public Library and sub name underneath.

Lower East Side

City Attorney will review the process. Board of Public Purchases has approved the Architect. Architect has not been identified.

Three persons have been interviewed for the Project Manager. We need to clearly define description of the work to be completed. There is a need to create usable space on the first floor. The elevator to access the basement and upper floor might have to be placed on the outside of the building.

Newfield

Temporary Certificate of Occupancy has to be renewed every thirty days. We need to know if we have received a permanent Certificate of Occupancy. NykiaEaddy and Dave Otero need to closely monitor any open items on the punch list.

Solar Projects – Burroughs/Saden/North

All projects should be completed with a 20-year life expectancy.

Burroughs/Saden/North windows/Marketplace/Teen Center Projects

State Construction grant for \$250,000 can be submitted for windows at Burroughs. We have to notify the State by June 1, 2022 and apply by September 1, 2022.

We have to go out to bid for the Teen Place. An estimate of \$20,000.00 has been suggested for accordion acoustic doors.

❖ FINANCE

- 2022-2023 Budget Draft is still in progress.
- Ms. Braithwaite and Mr. Errichetti attended the City Budget Committee on April 19, 2022. Inquiries regarding the Reservoir Avenue Library (Councilwoman Lee), the payment for the Newfield Library (Councilman Newton), levy money for the Library (Councilwoman Perreira) and IT/Security (Councilman Burns) were made.
- There was discussion regarding the need to hire staff, lending hot spots and devices; along with, the Amnesty Program to be extended to June 30, 2022.

- The information on the new van was discussed. There is no hybrid model. The gas-powered van is a Ford Transit and 130 inches in length. Cost for this van is \$43,000.00. The electric-powered van is 140 inches in length. Cost for this van is \$54,000.00.
****DIRECTOR ERRICHETTI MOVED TO APPROVE THE PURCHASE OF THE FORD TRANSIT VAN AT A COST OF \$43,000.00.**
****DIRECTOR OSBORNE-GANT SECONDED.**
****DIRECTOR GREENBERG ABSTAINED.**
****THE MOTION PASSED.**

❖ **GOVERNANCE (Nominations)**

Recommendations from the Staff have been received for the comprehensive Policy Manual. There will be a meeting to revise the Strategic Plan.

❖ **PERSONNEL**

The Committee encouraged all Directors to complete their evaluation of the City Librarian, Ms. Braithwaite. The Personnel Chair will meet with Ms. Braithwaite the second week of May and all Directors will discuss and review all submitted information to compose the yearly evaluation at the May Board of Directors Meeting.

Ms. Braithwaite informed the Committee that three new committees have been formed – Equity, Diversion & Inclusion, Outreach and Technology. There were seven candidates for the Library Assistant I positions. A selection for the Library III/Branch Manager for the Upper East Side Branch should be done by the end of May/early June.

❖ **MARKETING**

Top selected company had not submitted a required document – Conflict Disclosure. Thus, the lack of communication is concerning. However, all documents have now been received and will be presented at the May 11, 2022 Purchasing Committee Meeting at 4:15 p.m.

- **DIRECTOR ERRICHETTI MOVED TO APPROVE THE SELECTION OF THE #1 FIRM BE IMPLEMENTED AND SIGNED UP BY JUNE 11, 2022.**
- **DIRECTOR CLEMONS SECONDED.**
- **THE MOTION PASSED UNANIMOUSLY.**

REPORT OF FRIENDS OF THE LIBRARY

There was no Report.

NEW BUSINESS

- ❖ ****DIRECTOR ERRICHETTI MOVED TO REVISE THE AGENDA TO INCLUDE THE ISSUE OF KELLOG AND SOVEREIGN ERATE BOARD OF RESOLUTION.**
****DIRECTOR CLEMONS SECONDED.**
****THE MOTION PASSED UNANIMOUSLY.**
- ❖ **Director Barbary Rogo left the meeting at 7:25 p.m.**
- ❖ ****DIRECTOR ERRICHETTI MOVED TO REVISE THE AGENDA TO INCLUDE THE CITY LIBRARIAN’S REPORT ON THE EFFECT OF AMNESTY.**

- **DIRECTOR CLEMONS SECONDED.**
****THE MOTION PASSED UNANIMOUSLY.**
- ❖ ****DIRECTOR ERRICHETTI MOVED TO EXTEND AMNESTY PROGRAM THROUGH THE MONTH OF JUNE 30, 2022.**
****DIRECTOR OSBORNE-GANT SECONDED.**
****DIRECTOR CLEMONS ABSTAINED.**
****THE MOTION PASSED.**
- ❖ **Discussion re branding and marking rollout – Tabled.**
- ❖ **Discussion re naming of new Upper East Side facility.**
****DIRECTOR ERRICHETTI MOVED TO NAME THE NEW UPPER EAST SIDE FACILITY THE BRIDGEPORT PUBLIC LIBRARY – BEARDSLEY BRANCH.**
****DIRECTOR OSBORNE-GANT SECONDED.**
****THE MOTION PASSED UNANIMOUSLY**

ADJOURNMENT

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

The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Denise L. Clemons
Secretary