

# BRIDGEPORT LIBRARY

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

December 15, 2021  
AT NEWFIELD LIBRARY

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

OTHERS: Elaine M. Braithwaite, City Librarian; John Soltis, Assistant City Librarian; Sarah Santos, Administrative Assistant and Nykia Eaddy, Newfield Branch Manager

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

Director O'Donnell called the meeting to order at 6:04 p.m. He called the roll and announced there was a quorum.

- \*\*DIRECTOR ERRICHETTI MOTIONED TO AMEND THE AGENDA.
- \*\*DIRECTOR ROGO SECONDED.
- \*\*THE MOTION PASSED UNANIMOUSLY.

## **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

- \*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE MINUTES OF THE PREVIOUS MEETING.
- \*\*DIRECTOR PATTON SECONDED.
- \*\*THE MOTION PASSED UNANIMOUSLY.

## **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 REVISED NOVEMBER 17, 2021 VOUCHERS AS PRESENTED IN THE AMOUNT OF \$182, 954.92.
- \*\*DIRECTOR CLEMONS SECONDED.
- \*\*THE MOTION PASSED UNANIMOUSLY.

Director Errichetti reviewed the December 15, 2021 Tentative Vouchers with an addition of \$575.00 for Accessories totaling \$61,122.24.

**\*\*DIRECTOR ERRICHETTI MOVED TO APPROVE THE DECEMBER 15, 2021 VOUCHERS AS PRESENTED IN THE AMOUNT OF \$61, 122.24.**

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

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

#### **UNFINISHED BUSINESS**

##### **❖ Status/Action re American Rescue Plan Programs grants**

Ms. Braithwaite said that the Library was awarded \$45,637.00 in emergency funds for Hotspots/Laptops.

##### **❖ Status/Action re MOU by City Attorney re staffing and purchasing issues**

There has not been any information received from City Attorney Anatasia on these issues.

#### **CORRESPONDENCE AND COMMUNICATIONS**

There was no Correspondence or Communications received.

**\*\*DIRECTOR PATTON MOVED TO APPROVE THE 2022 CALENDAR WITH A DECEMBER 20, 2022 CHANGE OF DATE.**

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

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

#### **CITY LIBRARIAN REPORT**

Ms. Braithwaite provided an overview of her Report. Director Clemons mentioned that her Sorority, Delta Sigma Theta Sorority, Inc. was interested in providing Google classes with the patrons of the Library.

There was no presentation by staff.

#### **COMMITTEE REPORTS**

##### **❖ BUILDINGS**

###### **Newfield Branch**

Ken Flatto and Ashlar had a discussion with Director Errichetti. There was a template given for third party change orders. Ms. Braithwaite will get the documents to go to the State for reimbursement. We paid the full purchase price.

Ashlar has started working on the punch list. Carpet has been installed in the front foyer. Push buttons for the urinals have not been installed. No key entry on the front door. No lights on the side of the building that is used as an exit. (Bulbs may need changing.) Kyle from Ashlar has been doing the work. The children's picture book shelving should be received by March 2022. Outlets are not aligned to the front desk. Judge Holden inquired about the additional shelving for the children's area, locks being not fixed and the manhole cover is not fixed. It was

discussed that Nykia or David needs to be the contact person with Ashlar Construction. Concerns were stated regarding the windows by the elevator and the accordion doors.

#### **Upper East Side**

The price for the steelwork, floors and walls has gone up from 4.1 to 6.1%. A requisition for a Project Manager was requested to oversee the Contractor.

#### **Lower East Side**

Seven Architects presented bids.

#### **Solar Projects**

All paperwork has been submitted.

#### **Burroughs/Sade Marketplace/Teen Center Projects**

July 1, 2022 is a target date for completion.

#### **❖ FINANCE**

No major incidents to address the budget.

Seeking information to address the proposal of library fines.

#### **❖ GOVERNANCE (Nominations)**

Seeking information to address the revision of the comprehensive Policy Manual.

#### **❖ PERSONNEL**

The Committee will address the reorganization of the table of organization; Library Assistant I, II and III job descriptions; IT position and Evaluation process of the City Librarian in January 2022. There was no meeting in December 2021.

#### **❖ MARKETING**

Three marketing firms were selected. The first interview went well. The second interview will be conducted on Thursday, December 16, 2021 and the third one will be conducted the first week of January 2022.

### **REPORT OF FRIENDS OF THE LIBRARY**

There was no Report.

### **NEW BUSINESS**

#### **❖ Executive Session to discuss pending claims per CGS §1-200(6)(b)**

**\*\*DIRECTOR ERRICHETTI MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS PER CGS §1-200(6)(B).**

**\*\*DIRECTOR HOLDEN SECONDED.**

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

The Board Members and Ms. Braithwaite; along with, John Soltis, Sara Santos and Nykia Eaddy entered into Executive Session at 7:05 p.m. to discuss pending claims. They returned to Public Session at 7:24 p.m.

**\*\*DIRECTOR GREENBERG MADE A MOTION - PER THE CONTRACT FOR THE NEWFIELD BRANCH, FAILURE BY ASHLAR CONSTRUCTION TO COMPLETE THE PUNCH LIST PROVIDED TO THE BRIDGEPORT LIBRARY BOARD DIRECTORS IN SEPTEMBER 2021 WILL BE CONSIDERED DEFAULTED IF SAID WORK IS NOT COMPLETED ON OR BEFORE 12:00 A.M. DECEMBER 31, 2021 JANUARY 31, 2022.**

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

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

#### **ADJOURNMENT**

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

**\*\*DIRECTOR HOLDEN SECONDED.**

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

The meeting adjourned at 7:32 p.m.

Respectfully submitted,

Denise L. Clemons  
Secretary