

# BRIDGEPORT LIBRARY

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

WEDNESDAY, AUGUST 17, 2022

VIA ZOOM

**ATTENDANCE:** James O'Donnell, President; Kenya Osborne-Gant, Vice President; Thomas Errichetti, Treasurer; Donald Greenberg, Marcie Patton, Barbara Rogo

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

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

Director O'Donnell called the meeting to order at 6:10 p.m. He called the roll and announced there was a quorum.

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

**\*\* DIRECTOR ERRICHETTI MOVED THE MINUTES OF THE JULY 20, 2022 MEETING.**

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

**\*\* THE MOTION TO APPROVE THE MINUTES OF THE JULY 20, 2022 MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

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

Director Errichetti reviewed the monthly Vouchers with the Board Members. He said that most of the items were self-explanatory.

**\*\* DIRECTOR ERRICHETTI MOVED TO APPROVE THE PAYMENT OF INVOICES FOR THE SUM OF \$ 61,119.44**

**\*\* DIRECTOR PATTON SECONDED.**

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

Director Errichetti said that there were four line item transfers, which he reviewed with the Board Members. He explained that the City defines the unspent funds as surplus. He said he was allocating \$60,741.00 from the Special Services line to Other Communication Services to cover the eRate and One Network upgrade.

**\*\* DIRECTOR ERRICHETTI MOVED THE AMOUNT OF \$60,741.00 FROM THE SPECIAL SERVICES LINE TO OTHER COMMUNICATION SERVICES TO COVER THE ERATE AND ONE NETWORK UPGRADE.**

**\*\* DIRECTOR PATTON SECONDED.**

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

The second transfer of \$42,450.00 was for the purchase of the new van.

**\*\* DIRECTOR GREENBERG MOVED TO APPROVE THE TRANSFER OF \$42,500 FROM SPECIAL SERVICE FREEZE TO OTHER SERVICES FOR THE PURCHASE OF A LIBRARY VAN FOR THE MAINTENANCE DEPARTMENT.**

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

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

The third transfer of \$3,000 from Special Service Freeze to Telephone Services was for phone system maintenance services for 2023.

**\*\* DIRECTOR GREENBERG MOVED TO APPROVE THE TRANSFER OF \$3,000 FROM SPECIAL SERVICE FREEZE TO TELEPHONE SERVICES WAS FOR PHONE SYSTEM MAINTENANCE SERVICES.**

**\*\* DIRECTOR PATTON SECONDED.**

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

The fourth transfer of \$10,000 from Special Services to Beardsley is for installation of the phone services.

**\*\* DIRECTOR PATTON MOVED TO APPROVE THE TRANSFER OF \$10,000 FROM SPECIAL SERVICES TO BEARDSLEY FOR INSTALLATION OF THE PHONE SERVICES.**

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

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

Director Errichetti announced that there was a pay roll surplus of approximately \$65,000.

### **UNFINISHED BUSINESS**

#### **❖ Status/Action re City Council review of Board Appointments**

Director Osborne-Gant said that she needed to get some documents notarized. Director O'Donnell asked Mr. Soltis to look into the background checks for the background checks.

#### **❖ Status/Action re retention of Construction Manager for East Side Branch Phase II**

There have been no changes.

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

There has been no report received to date. Ms. Braithwaite said that she had just sent a form in to the City Attorney's earlier in the day. A second memo has been sent to Mr. Amado and Atty. Anastasi about the IT position.

#### **❖ Status/Action re security incident and establishment of metrics for review.**

This will be discussed offline.

#### **❖ Status/Action re revision of Strategic Plan and establishing goal metrics.**

Director O'Donnell said that he would like the Board as a whole to work on this and for it to be consistent with the Marketing Plan.

### **CORRESPONDENCE AND COMMUNICATIONS**

There were no items to consider at this time.

### **CITY LIBRARIAN REPORT**

#### **❖ Presentation by staff**

Ms. Braithwaite then updated the Board about the Digital Navigator pilot, which will provide 200 hot spots, and 300 more Chromebooks and digital devices. Two core leaders will be handling the program and there will be a staff PowerPoint presentation. There will be an informational session for the community partners. The devices should be distributed between October 1st and December 31st. This is a long term loan for the pilot program.

Ms. Braithwaite said that she had applied for more grant funding.

The Friends of the Library were at a recent block party.

There were also a major backpack give away and many of those who came for backpacks were Spanish speakers, Portuguese speaking, or ELL individuals. The backpacks were well received. Once the permission to hire has been received, she will start staffing the Beardsley branch.

The remaining purchase requests have been submitted.

The pastor of St. John's Episcopal Church has reached out to the Library regarding an ESL program. Ms. Braithwaite said that she was able to connect him with the Literacy volunteers and found that there had been a program for this in the past.

### **COMMITTEE REPORTS:**

#### **❖ Buildings**

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

Director Errichetti said that there had been no report from David about Newfield. The plastic quilt case has been installed and the outside furniture has arrived. The tinted window shades have not been installed at this time. Two benches and two circular tables have been ordered for the patio

Ms. Braithwaite said that they were waiting on one document to close out the grant for Newfield.

##### **• Status/Action re design meeting with Antinozzi Architects for East Side Phase II**

Director Errichetti said that he would like to meet with Antinozzi to discuss the staircase and other details.

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

- **Status/Action re Construction of Beardsley Branch**

Director Errichetti said that Beardsley got their certificate of Occupancy on the 16th. Book selection is underway, along with the AV equipment. Ms. Braithwaite said that she would have Anna prepare a report to update the Board on the status of the branch. Discussion followed about issuing weekly updates to the public.

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

Waiting for the solar company to come out for installation.

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

Director Errichetti asked for the RFP to be sent out. Ms. Braithwaite asked Director Errichetti to meet with her about this.

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

Director O'Donnell gave a shout out to David for the excellent report on maintenance.

- ❖ **Finance**

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

Director Errichetti said that there should be a budget surplus of about \$2 million dollars once the 2021-2022 books are closed by the City.

- ❖ **Governance (Nominations)**

- **Status/Action re process for Board recruitment**

Director O'Donnell said that there was no Committee meeting last week due to his being out of town.

Director O'Donnell said that there would be vacancies and felt that Ms. Braithwaite's suggestion that they work on establishing relationship with the ELL communities and possibly reach out to some community leaders that may serve as Board Members.

- ❖ **Personnel**

- **Status/Action re performance review of City Librarian**

• **Status/Action re table of organization / job descriptions / IT position**

Director O'Donnell said that Director Clemons was not able to attend the meeting.

❖ **Marketing Committee**

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

Director O'Donnell said that Director Munoz-Allam was not able to attend the meeting. Director Osborne-Gant said that she and Director Munoz-Allam had not been able to meet and will reach out to Director Munoz-Allam to schedule a meeting.

**REPORT OF FRIENDS OF THE LIBRARY**

Director Errichetti said that the online book sales continue.

Ms. Braithwaite said that there were seven youth volunteers were helping out this year.

**NEW BUSINESS**

❖ **Report/Action re Bridgeport Brass mural**

Director Errichetti said that there was a 1958 mural that was commissioned by Bridgeport Brass which had hung in their headquarters. It was removed from the buildings when Bridgeport Brass changed location and recently the person who was in care of the 6 foot by 8 foot mural has passed away. It depicts the service members returning home after World War II. He said that there was a possibility that the mural could be given to the Library. Discussion followed.

**\*\* DIRECTOR ERRICHETTI MOVED TO ACCEPT THE BRIDGEPORT BRASS MURAL IF IT IS A DONATION**

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

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

Director O'Donnell requested Director Errichetti to inquire what would be involved if the mural was not for donation.

**\*\* DIRECTOR ERRICHETTI MOVED TO ADD AN ITEM TO THE AGENDA REGARDING THE INFORMATION PROVIDED BY LIBRARY STAFF.**

**\*\* DIRECTOR ROGO SECONDED.**

**\*\* THE MOTION PASSED WITH FOUR (4) IN FAVOR (O'DONNELL, ROGO, PATTON AND GREENBERG) DIRECTOR ERRICHETTI AND TWO (2) ABSTENTIONS (OSBORNE-GANT AND ERRICHETTI).**

Director Errichetti said that one of his family members thought he had COVID and Director Errichetti went to the library to get a free test kit. The staff handed him a kit but cautioned him that the older test might not register the new variant. Ms. Braithwaite said that she was alarmed to hear this and the staff should not be giving medical advice. There will be a Supervisors meeting on the 18th and Ms. Braithwaite said they need to be aware of this and speak with their staff. Discussion followed.

**❖ Executive Session re: claims pursuant to CGS §1-200(6)(B)**

**\*\* DIRECTOR ERRICHETTI MOVED TO ADD AN ITEM TO THE AGENDA REGARDING A DISCUSSION ON COMPENSATION WITH THE DIRECTORS ONLY.  
\*\* THE MOTION FAILED TO PASS DUE TO A LACK OF A SECOND.**

This item will be place on the September agenda.

**\*\* DIRECTOR OSBORNE-GANT MOVED TO ENTER INTO EXECUTIVE SESION REGARDING PENDING LIGITATION.  
\*\* DIRECTOR ERRICHETTI SECONDED.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The directors entered into Executive Session to discuss pending litigation at 6:55 p.m. They returned to Public Session at 7:04 p.m. No actions were taken or motions made during Executive Session.

### **ADJOURNMENT**

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

The meeting adjourned at 7:05 p.m.

Respectfully submitted,

S. L. Soltes  
Telesco Secretarial Services

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