

BRIDGEPORT LIBRARY

**Board of Directors
Regular Meeting
Wednesday, October 16, 2024**

Call to Order: President O'Donnell called the meeting to order at 6:00 p.m.

Attendance: James E. O'Donnell, President; Kenya Osborne-Gant, Vice President; Thomas R. Errichetti, Treasurer; Barbara A. Rogo; Jeanette Muñoz-Allam; Kathleen E. Turner; Blanca Borneo, Denise Clemons, Secretary; via Zoom joined at 7:03 pm.

Excused Absence: Director Marcie Patton

Staff: Elaine Braithwaite, City Librarian; Laura Matthews, Assistant City Librarian; Sara Santos, Administrative Assistant; Margaret Girgis, Black Rock Department Head.

ADOPTION OF AGENDA

❖ NO MOTION WAS MADE.

SWEARING IN CEREMONY FOR ANY DIRECTORS NEWLY APPROVED BY THE COUNCIL:

- Per Director Errichetti, at the October 7th meeting roll call vote items, Blanca Borneo appointed and Jeanette Muñoz-Allam re-appointed. Both board members were approved by the City Council. However, the library has not yet received the paperwork from City Clerk's office. Based on the information provided, both Directors Blanca Borneo, a newly appointed board member and Jeanette Muñoz-Allam a reappointed board member were sworn in.
- Directors Errichetti, Rogo and Patton went through Ethics on October 9th and have been notified to attend Miscellaneous Matters on October 28th.
- City Librarian Braithwaite was asked to reach out to Mr. Toledo regarding the correction of the date of appointment for both Director Clemons and Director Turner.

APPROVAL OF PREVIOUS MEETINGS MINUTES-SEPTEMBER 18, 2024:

- DIRECTOR ERRICHETTI MOTIONED TO APPROVE THE MINUTES, MOTION WAS SECONDED BY DIRECTOR OSBORNE-GANT, MOTION PASSED UNANIMOUSLY.

APPROVAL OF TREASURER REPORTS/ PAYMENT OF INVOICES/APPROVAL OF LINES TRANSFERS:

- Director Errichetti highlighted the breakdown of the vouchers. The grand total is \$208,271.93 of which \$196,321.93 are from city funds, \$11,500 will come from a combination of deaccession and endowment funds, and \$11,500 will be paid from non-levy funds.
- A discussion was had regarding the flooring at Black Rock Branch. Primarily, what areas will have carpet and the areas that will have LVT flooring. The lower level is not part of this project, due to the flooding issues, it was decided epoxy paint is what will work best there. Director Errichetti will made the recommendation to go forward with the flooring at Black Rock.
- ❖ DIRECTOR ERRICHETTI MADE THE MOTION TO APPROVE THE VOUCHERS IN THE AMOUNT OF \$208,271.93 AS BROKEN OUT. THE MOTION WAS SECONDED BY DIRECTOR ROGO. MOTION PASSED UNANIMOUSLY.
- Director Errichetti reminded the board of the discussion that was had at last month's board meeting in which he mentioned that due to the retroactive payout made to BCSA employees earlier in the year, payroll is at full capacity and will need a line item transfer in the near future.
- After explaining what the endowment funds are to the new members of the board, Director Errichetti is recommending using \$100,000 of Saden funds towards the book budget and reallocating \$100,000 from levy book budget money {Publications} money to cover the salary line {FT Earned Pay}. For clarification Saden funds can be used as long as the library is following the restrictions of the gift set by Judge Saden. Director Errichetti stated that he updated the spendable balances of (as of April) the other endowment funds which are in the Morgan Stanley account. It has \$401,000 invested in corporate bonds and US treasuries. The spendable balance as well as the restrictions set out by the donors have been forwarded to City Librarian Braithwaite.
- For the next board meeting a line item transfer will be presented to the board for approval of \$100,000 from the publications line to salary line (FT Earned Pay).

MOTION TO APPROVE THE TREASURERS REPORT:

- ❖ MOTION TO APPROVE THE TREASURER'S REPORT WAS MADE BY DIRECTOR ROGO, SECONDED BY DIRECTOR OSBORNE-GANT. MOTION PASSED UNANIMOUSLY.

UNFINISHED BUSINESS:

Status/Action re City Council approval of Director appointments: This was discussed earlier in the meeting, see Swearing in Ceremony section above.

Status/Action re ratification of North Branch roof repair costs from surplus: For clarification of the record. The board approved the cost of \$786,400 for the North Branch roof repairs. Finance Director Flatto informed Director Errichetti that the FY23/24 surplus is about \$878,000 which is sufficient to cover the cost of the roof.

The cumulative surplus going into last fiscal year is about 4.6 million of which 2.1 million being used for East Side Branch renovations leaving a healthy cumulative surplus balance of funds. The purpose of this discussion is to make it crystal clear where the funds for the North Branch roof repair are coming from. Therefore, the following motion was made:

- ❖ THE MOTION IS TO RATIFY THE PREVIOUS INTENDED APPROVAL OF USING SURPLUS FUNDS TO PAY FOR THE NORTH BRANCH ROOF REPAIRS IN THE AMOUNT OF \$786,400. THE MOTION WAS MADE BY DIRECTOR ERRICHETTI AND SECONDED BY DIRECTOR OSBORNE-GANT. THERE WAS ONE QUESTION BY DIRECTOR ROGO, WILL THE INSTALLATION OF THE SOLAR PANELS VOID THE WARRANTY OF THE ROOF? NO IT WILL NOT. MOTION PASSED UNANIMOUSLY.

Status /Report re Library Hours of Operation:

- ❖ DIRECTOR ERRICHETTI MADE THE MOTION THAT BEARDSLEY BRANCH BE OPEN (3) NIGHTS A WEEK WHILE EAST SIDE BRANCH IS UNDER CONSTRUCTION, SECONDED BY DIRECTOR ROGO. MOTION PASSED UNANIMOUSLY.

Status/Report re MOU with the City Attorney 's Office: Director O'Donnell has not heard from Tyisha Toms. He will follow up with her in regards to the status of the MOU as well as the issue with Labor Relations.

Status of public roll out of Library App: Nothing to discuss, it is contingent on the library logo.

Status of Piano donation and repair of current piano: The donated piano is expected to arrive tomorrow at Burroughs-Saden Memorial Library. The piano that is currently in the Fine Arts Department will be taken to Newfield Branch Library in the afternoon.

CORRESPONDENCE AND COMMUNICATIONS: None

City Librarian's Report Highlights:

- Attended the Digital Navigator grant kickoff press conference, Bridgeport Public Library's contribution was to recruit an Arabic speaker.
- Annual State Report has been submitted.
- Attended the City of Bridgeport Leadership Retreat on Sept. 12 and 13, it was nice to meet the people behind the emails, to put a face to the names.

- Paula, David and Elaine met with a consultant from the Office of Planning and Development to view the submissions based on the RFP. There were two that they really liked based on submissions. City Librarian will forward the examples of the artwork to the board when she receives them.
- The City of Bridgeport awarded the employees of the library a lunch for their participation in the citywide “Wear Pink Day” as well as their participation in the Breast Cancer Awareness Seaside Walk showing enthusiastic support for their fellow co-worker, BH.
- A discussion to place regarding the luncheon and making it a “Staff Development Day”.
- ❖ A MOTION WAS MADE BY DIRECTOR ERRICHETTI, THAT THE CITY LIBRARIAN IS GIVEN DISCRETION TO CLOSE THE LIBRARY ON A MONDAY OR A FRIDAY OF HER CHOICE FOR A STAFF APPRECIATION DEVELOPMENT DAY. THE MOTION WAS SECONDED BY DIRECTOR OSBORNE-GANT. MOTION PASSED UNANIMOUSLY.

Review of monthly statistics and presentation by staff: Assistant City Librarian Matthews went over various statistics comparing last year to this year. She pointed out that there has been a significant increase in the online library services as well as the door count.

Committee Reports:

Buildings:

Status/Action re East Branch Phase II project:

- The present board members voted on the color of the stone for the exterior of East Branch Library, the winner Cast Stone Natural.
- The asbestos remediation has been completed. They started some minor demo and have done a walk through so they have a plan in place. They should be pulling the permits shortly, the estimated time on this project is nine months to twelve months.
- City Librarian Braithwaite pointed out that the grant contract expires December 31st, and that she is in the process of writing to the State Library for an extension. This will be the last extension.
- The windows at East Branch Library, they will be changed to tempered glass.

Status/Action re solar projects for Burroughs/Saden and North:

- The solar panels at Burroughs is supposed to be working, the UI bill indicates that it is not recognizing the solar generator, Director Errichetti will follow up with the contractor on this.
- The panels at North Branch will be re-installed when the new roof is completed, for emphasis, this will not affect the warranty of the roof.
- On Saturday, November 9th, the artist who is painting the acoustic panels that will be hung in one of the first-floor meeting rooms, will be show casing two of the three panels as part of the Art Trail.
- The City Librarian is hoping to do one big bid for all the furniture that we need for the teen room, the market place as well as miscellaneous furniture.
- Director Errichetti asked to have the bid ready for next month so this can move forward.

Status/Action re report of David Otero re other facility issues:

- Director Errichetti will address the Black Rock façade with David.
- Another possible project for this year, flooring at North Branch.

FINANCE

Review of Munis Tracking of 2024-25 budget:

- This was discussed under the Treasurers Report.
- Director Errichetti asked to have the line item transfers prepared for the next board meeting. Amounts ? 72,000 from Special Services Freeze to Salary and \$100,000?

GOVERNANCE

Status Report re staff referral of policy revisions:

- Director O’ Donnell had some suggestions on some of the policies he wants to present to the committee, basically wording issues from passive to active tense. Also with the arrival of the pianos it is the desire of the board that the staff develop a policy on the active use of these musical instruments.

MARKETING COMMITTEE

Status/Action re True North logo and marketing strategies:

- Director Muñoz-Allam sent an email inviting everyone to share their feedback on two questions that True North presented in July. The first question: Who is the primary target in terms of demographics and geographic local? The second question: What action do you want to promote: on-site visits, social following, website, etc.? She asks that everyone share their feedback by October 18th so the committee can consolidate and simplify feedback, send it over to True North and get a sense of where we stand in regards to logos and otherwise.
- Director Rogo mentioned that she has reached out to the Board of Ed for information about the city’s current demographics and currently waiting for a response. She will share the information with the Marketing Committee.

PERSONELL: Director Clemons mentioned that there was no meeting as several board members were attending the Ethics Committee meeting. However, she is encouraging all board members to provide her with their feedback as she would like to finish the evaluation process for Elaine. The deadline is Friday, November 1st.

Director Clemons would like to thank Director Rogo for joining the Personnel Committee.

Status/Action re table of organization / job descriptions: no meeting

Status/Action re City Librarian evaluation and metrics: no meeting

REPORT OF FRIENDS

- Director Errichetti would like to thank Joyeisha Smoak for stuffing all the books. As well as Director Rogo, Debbie Stanley, Elvis Molina, Paula Carlson and her husband for their help in the Columbus Day Parade.
- Breta Hasimi will be helping out in the garage in regards to decluttering out and organizing it. She has a plan.
- On December 7th the Friends will be having fundraiser at North Branch Library.

NEW BUSINESS

Discussion re disposition of former bookmobile

- ❖ DIRECTOR ERRICHETTI MADE THE MOTION TO GET RID OF THE BOOKMOBILE, IT WAS SECONDED BY DIRECTOR CLEMONS. MOTION PASSED UNANIMOUSLY.

Discussion re use and requested transfer of Revere Street lot

- It is under review

Discussion re literacy programming and use of Project: Play2Learn games

- Director O'Donnell went into a lengthy discussion regarding the Play2Learn Games.

Review of Committees and change of meeting dates:

- Director O'Donnell state that the deadline for your preferences is November 1st.
- ❖ THE MOTION TO ADJOURN WAS MADE BY DIRECTOR OSBORNE-GANT, AND WAS SENCONDED BY DIRECTOR ERRICHETTI. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:33 pm

Respectfully submitted'

Sara Santos, Administrative Assistant