

***Board of Directors Regular Meeting
November 20, 2024***

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

Board Members Roll Call:

- James E. O'Donnell, President - in person
- Kenya Osborne-Gant, Vice President - via **Zoom**
- Thomas R. Errichetti, Treasurer- in person
- Denise Clemons, Secretary – **Zoom**, and **in person** arriving about 7:00 pm.
- Barbara A. Rogo - via **Zoom**
- Jeanette Muñoz-Allam - via **Zoom** but left early, a quorum was still present.
- Kathleen E. Turner - in person
- Marcie J. Patton - in person
- Blanca Borneo - via **Zoom**

Also attending:

- Elaine Braithwaite, City Librarian – via **Zoom**
- Laura Matthews, Assistant City Librarian – in person
- Linda Thorne, Accounting Clerk – in person
- John Ogrodnick, **Public Art Project Manager / Art Consultant** -via **Zoom**
- Vivian Bordeaux, Collection Development Librarian- in person
- Kate Mozier-Tichy, Teen Librarian - in person
- Anthony Paoletto, Project Manager - in person
- Nykia Eaddy, Newfield Dept. Head – via Zoom
- Breta Hasimi – Library Assistant II
- Joyiesha Smoak – Library Assistant III
- Jawon Pringle – Library Assistant I

Adoption of Agenda

- ❖ **MOTION** to adopt the agenda was made by Director Patton, seconded by Director Turner, **MOTION** passed unanimously.
- ❖ Director Errichetti requested to have an additional item added to the agenda: the item is to get an understanding of the murals at North Branch and Burroughs-Saden Memorial Library, as well as the possibility of artwork for the windows at East Branch. Director Patton made the **MOTION** to approve the request presented by Director Errichetti, it was seconded by Director Turner, the **MOTION** passed unanimously.

New Item Added to Agenda: To discuss the murals at North Branch, Burroughs-Saden Memorial Library, and the possibility for further collaboration on artwork for the East Side Branch.

There was a discussion regarding the mural that will be painted at North Branch by Joshua Paz as well as Liz Squillace's mural that will be painted on the garage door of Burroughs-Saden Memorial Library. The following motion was made:

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- ❖ Director Errichetti made the **MOTION** to accept the two murals designs for North Branch and Burroughs-Saden with the understanding that this will involve further collaboration as requested by the artist. **MOTION** was seconded by Director Turner. **MOTION** passed unanimously.

Director Errichetti asked Mr. Ogrodnick if there is money in his program to assist the library with the artwork for the windows at East Side Branch Library and if he could take the lead in this project, his answer was yes.

The details: There are about twelve or so windows at East Side Branch Library, of various sizes. Each artwork can be different. Work is to be completed before the East Branch opens, which is about nine months. The artist for the murals would be paid by the OPED/DSSD Public Art Project Dept. The library will pay for the artwork to be sized and transferred onto window film {subject to board approval}. Director Errichetti, will provide exact details to Mr. Ogrodnick in a couple of days.

Swearing in Ceremony for any Directors newly approved by City Council: *Not at this time.*

2. Approval of Minutes of previous meetings

- ❖ Director Errichetti made the motion to approve the minutes with the following correction: remove the highlighted section on page 5. The **MOTION** was seconded by Director Rogo. Director Patton **ABSTAINED**. The **MOTION** passed.

3. Approval of Treasurer Reports / Payment of Invoices/ Approval of Line Transfers

Director Errichetti highlighted some of the lines listed on the Board Vouchers:

- Line 12 LinkedIn Database {Laura provided information on this database as well as on the Morningstar database}.
- Line 14 McKenney Mechanical, the lowest bid for replacement of the boiler at North Branch.
- Line 15 Morningstar investing/business database.
- ❖ Director Errichetti made the **MOTION** to approve the vouchers totaling \$207,089.43, of which \$156,189.43 will come from City Funds, \$900.00 from Non-Levy and \$50,000.00 from Saden Funds. The **MOTION** passed unanimously. **However, the motion was not seconded.**

LINE-ITEM TRANSFERS

- ❖ Director Errichetti made the **MOTION** to approve the following eleven line-item transfers:
 - ❖ (1) \$100,000.00 from Special Services Freeze {56998} to Building Maintenance {56045} for snow removal, preventative maintenance, pest control, and emergency repairs. It does not include the North Branch boiler. Director Osborne-Gant seconded the **MOTION**. The **MOTION** passed unanimously.
 - ❖ (2) \$5,000.00 from Library Supplies {54660} to Computer Services {56055} for cyber security, Email consultation services, Bibliomation and other misc. computer services. The **MOTION** was seconded by Director Patton. The **MOTION** passed unanimously.
 - ❖ (3) \$16,000.00 from Marketing Services {56160} to Computer Services {56055} for additional computer services. The question came up, do we want to do this? For now, yes, the Marketing line is healthy, there is enough to cover True North. This is one of two to Computer Services. After the brief discussion, Director Osborne-Gant seconded the **MOTION**. The **MOTION** passed unanimously.
 - ❖ (4) \$8,000.00 from Office Equipment Maint. Services {56175} to Computer Software {54550} to cover Envisionware, Bibliomation, and misc. computer software expenses. The question was asked if this is a good idea to zero out the Office Equip. Maint. Services budget line? Yes. Will a line item-transfer be needed during FY25 to this line as it will not have any funds? Not that we can foresee. After a brief discussion, Director Patton seconded the **MOTION**. The **MOTION** passed unanimously.
 - ❖ (5) \$5,000.00 from Advertising Services {53705} to Computer Software {54550}, this is the second transfer to Computer software to complete the coverage of Envisionware, Bibliomation, & other misc. computer software. There was a discussion about using advertising for programs, the library currently uses social media. This line would be for 3rd party advertising which is not being done currently. After the discussion, the **MOTION** was seconded by Director Osborne-Gant. **MOTION** passed unanimously.
 - ❖ (6) \$71,688.80 from Special Services Freeze {56998} to Full-Time Earned Pay {51000}. Reason? There is no surplus in the salary line to cover the salaries as we draw closer towards the end of FY25. The shortfall stems from having to pay BCSA staff members' retroactive pay that was issued in September 2024 per their union contract. After the discussion Director Patton seconded the **MOTION**. The **MOTION** passed unanimously.
 - ❖ (7) \$43,017.00 from Special Services Freeze {56998} to Other Services {56180} to cover annual insurance premiums, Arthur J. Gallagher \$24,218.00 and Twin City Fire (The Hartford) \$18,799.00. Director Patton seconded the **MOTION**. The **MOTION** passed unanimously.

- ❖ (8) \$15,00.00 from Equipment Rental Lease {55145} to Office Supplies {54675} cover toner cost. The **MOTION** was seconded by Director Clemons. **MOTION** passed unanimously.
- ❖ (9) \$9,000.00 from Publications {54700} to Telephone Services {53720} to cover Frontier, T-Mobile, and misc. telephone services, it is one of two transfers to the Telephone Services budget line. The **MOTION** was seconded by Director Clemons. **MOTION** passed unanimously.
- ❖ (10) \$1,000.00 from Other Maintenance and Repairs {56170} to Telephone Services {53720} to cover Frontier, T-Mobile, and misc. telephone services, this is the second transfer to the Telephone Services budget line, same reason as line-item transfer #9. The **MOTION** was seconded by Director Patton. **MOTION** passed unanimously.
- ❖ (11) \$100,000.00 from Publications, Surplus or Special Freeze whichever the City deems appropriate (NOT bonded money) to cover the expense for the boiler replacement at North Branch. Based on the City's decision, if needed use Saden Funds for purchasing publications. The **MOTION** was seconded by Director Patton. **MOTION** passed unanimously.

This concludes the line-item transfers.

4. Unfinished Business

- *Status/Action re City Council approval of Director appointments* - further investigation is needed on the status of this matter. Director O'Donnell asked that City Librarian, Elaine Braithwaite make an inquiry.
- *Status/Report re Library Hours of Operation* – The temporary hours of operation at Beardsley Branch will begin the first week of December. The night hours at Beardsley Branch will be Tuesday Wednesday, and Thursday night closing at 8:00 p.m.
- *Status/Report re MOU with City Attorney Office* – Director O'Donnell has sent another email to City Attorney Tyisha Toms regarding the MOU, he has not heard back from her.
- *Status/Report of public roll out of Library App* – This is still pending as it is tied to the library logo.
- *Status/Report on disposition of former bookmobile* – The bookmobile does not have a title because City vehicles are not titled. However, there is periodic a auction held for surplus City materials that the bookmobile can be sent to. Director Errichetti will contact the City's Purchasing Department that handles the disposition of City assets, and asked them to take the bookmobile for a future auction.

- **Status/Report on use of Revere Street lot** – After exploring the possible uses of the Revere Street lot in relation to Newfield programs, it was concluded that the corner of Central Avenue and Revere Street is too busy, posing a safety hazard to our patrons. Therefore, Director O'Donnell will reach out to Mr. Bill Coleman of OPED to discuss, the terms of compensation to the library, if the Revere Street lot were to be transferred to the City of Bridgeport for their use. He will then report the terms to the Library Board for further discussion and resolution.

5. **Correspondence and Communications** – Staff Association submitted a request for amending the hours of operation, in terms of holidays in 2025. The request modification are as follows:

- Saturday, April 19, 2025 (Saturday before Easter) All staff will work Monday-Friday, week ending 04/25/25.
- Saturday, May 24, 2025 (Saturday before Memorial Day) All staff will work Tuesday-Friday, week ending 05/30/25 (past practice). Monday 05/26/25 is Memorial Day.
- Saturday, July 5, 2025 (Saturday after Independence Day) All staff will work Monday-Friday, week ending 07/11/25.
- Saturday, August 30, 2025 (Saturday before Labor Day) All staff will work Tuesday-Friday, week ending 09/05/25, Labor Day is on Monday 09/01/25 (past practice).
- Wednesday, November 26, 2025 (day before Thanksgiving) All library locations to open 10:00 am to 5:00 pm, Staff will work 9:00 am to 5:00 pm.
- Saturday, November 29, 2025 (the Saturday after Thanksgiving) All Staff will work Monday – Friday week ending 12/05/25. Thursday 11/24/25 is Thanksgiving Day.
- Wednesday, December 24, 2025 (day before Christmas) All library locations to open 10:00 am to 5:00 pm, Staff will work 9:00 am to 5:00 pm.
- Wednesday, December 31, 2025 (day before New Year's Day) All library locations to open 10:00 am to 5:00 pm, Staff will work 9:00 am to 5:00 pm.

❖ Director Errichetti made the **MOTION** to approve the Staff Association's request to follow the dates as listed on the letter dated September 12, 2024. The **MOTION** was seconded by Director Clemons. The **MOTION** passed unanimously.

6. **City Librarian Report** – *The highlights:*

- The biggest event in October was the groundbreaking at East Side Branch Library. Director Clemons and Director Osborne-Gant were both present at this event, City Librarian Braithwaite was appreciative for their presence and support.
- Digital Navigator IMLS Grant Kickoff was on October 7th and was well attended.

- The City Librarian expressed her gratitude to Anthony Paoletta and the Mayor’s Office for sponsoring the Library’s Staff Development Day luncheon that will take place on December 2nd.
- There will be a Meet and Greet for new state on December 12th, at The Fairfield Public Library at 7:00 p.m., all are welcome to attend.
 - ***Review of monthly statistics and presentation by staff*** – Assistant City Librarian Matthews, distributed information on the databases by cost. There are Some new databases this year; Kanopy & Morningstar Inc. to name a few. Ancestry and Candid Foundation Directories are in-house use only databases, meaning they can only be used within the library.

7. Committee Reports

- Buildings:
 - ***Status/Action re East Side Branch Phase II project***- The permit for East Side renovation has not been issued yet, they are working on it. Once the permit is issued, the renovation will start moving along.
 - ***Status/Action re solar projects for Burroughs/Saden and North***- On the matter of the solar at Burroughs-Saden, although panels have been installed they are not live because they need some information from Eco Solar. Director Errichetti will reach out to John O’Brien to see what the issue is. The North solar project is on hold until the roof is completed.
 - ***Status/Action re Burroughs/Saden 1st Floor changes and acoustics*** – Two of the four acoustic panels have been completed and are installed. The other two will arrive when completed.
 - ***Status/Action re report of David Otero re other facility issues*** – Most of this was addressed during the voucher approval process. The biggest issue is the North boiler; the transfer of funds is in process. David has done some preliminary work on the Black Rock façade, more work is needed. Therefore, he will be working on getting quotes to complete this project. The new flooring, carpeting, and painting of the lower level at Black Rock will begin soon. There was a brief discussion as to where to relocate the Teen Room at Burroughs-Saden.
- Finance –
 - Review of MUNIS tracking of 2024–25 Budget – Not now.
- Governance –
 - ***Status Report re staff referral of policy revisions (piano use etc.)*** – The Library Board requested that the staff produce a policy or procedure regarding the use of the pianos so that no matter the location, the

procedure is uniform. A piano expert will be hired to inspect them all to determine their condition and what steps to take in order to get them in working condition.

- Marketing Committee

- *Status/Action re True North logo and marketing strategies* – A meeting with True North is scheduled for Monday, November 25th at 1:00 p.m., so that they may present the next round of logo designs.
- *Coordination of Library staff with Marketing Committee* – This was left for the Marketing Committee to report on later.
- *Use of Project: Play2Learn games as marketing tool* – The game was dropped off at the North Branch for the Children’s Librarian to review, there is nothing to report on this yet.

- Personnel

- *Status/Action re table of organization / job descriptions* – The Personnel Committee requested some information about the schedule of the social worker, making sure that her work hours align with the hours that the library is open to the public. The table of organization is in the works and will be presented at the next personnel meeting. There are four to five individuals who may retire due to the changes in the retirement benefits (COLA) that take effect in July 2025.
- *Status/Action re City Librarian evaluation and metrics*- Some of the Library Directors have not completed their part in the evaluation process, Director Clemons stressed that this is important as it is what she needs in order for her to move to the next step.

8. Report of Friends of the Library

- ❖ Literacy Volunteers is having difficulty finding tutors. Director Errichetti mentioned a few organizations that they will be reaching out to for assistance in finding new tutors. The Friends are making strides in cleaning out the garage. Lastly, the Friends of BPL needs an infusion of new members.

9. New Business

- *Discussion/Action re change in Committee meeting dates and proposed 2025 calendar of meetings-*
- ❖ Director Errichetti made the **MOTION** to accept the calendar of regular meetings for 2025 with the following adjustments: Move the 2nd Tuesday of the month meetings {Building and Finance Committees} to Wednesday move 2nd Wednesday

of the month meetings to Thursday {Personnel & Governance Committees}. The regular Board of Directors meeting will remain on the 3rd Wednesday of the month. The **MOTION** was seconded by Director Osborne-Gant. **MOTION** passed unanimously.

- ***Status/Action re Board packets and use of iPads by Directors-*** The consensus seems to be, that most of the Library Directors wish to continue with the paper packets. The directors that still have an iPad have the option to return it for repurposing, purchase it from the library (\$300) or continue to use it for what it was intended for.

10. Adjournment

- ❖ Director Osborne-Gant made the **MOTION** to adjourn, it was seconded by Director Patton, **MOTION** passed unanimously.

Meeting adjourned at 7:59 p.m.

Respectfully submitted

Sara Santos, Administrative Assistant