

**Board of Directors Regular Meeting
December 18, 2024**

1. **Call to Order:** President O'Donnell called the meeting to order at 6:02 p.m.

Board Members Roll Call:

- James E. O'Donnell, President - in person
- Kenya Osborne-Gant, Vice President - Absent
- Thomas R. Errichetti, Treasurer- in person
- Denise Clemons, Secretary –via **Zoom**.
- Barbara A. Rogo – in person
- Jeanette Muñoz-Allam - Absent
- Kathleen E. Turner - Absent
- Marcie J. Patton - via **Zoom**
- Blanca Bermeo - Absent

Also attending:

- Elaine Braithwaite, City Librarian – in person
- Laura Matthews, Assistant City Librarian – in person
- Sara Santos – Administrative Assistant – person
- Brian Remigio, BPL's IT Specialist – via Zoom
- Phil Kuchma – President of Kuchma Corp. – in person

Adoption of Agenda

- ❖ **MOTION TO ADOPT THE AGENDA WAS MADE BY DIRECTOR ERRICHETTI AND SECONDED BY DIRCTOR ROGO. THE MOTION PASSED UNANIMOUSLY.**

Presentation by Phil Kuchma for Bridgeport Public Art Fund

- Mr. Kuchma made a brief presentation for a different type of public artwork project, meaning not a mural or sculptural piece. The concept is to place two showcases in the front side of the Burroughs-Saden Memorial Library, one on the right side, the other on the left. The showcases will feature artwork made by the students of the City of Bridgeport. At this time Mr. Kuchma is seeking the approval of the Library Board of Directors as to the location where these showcases will potentially be placed. There will be additional meetings on this project as it progresses.

- ❖ DIRECTOR CLEMONS MADE THE **MOTION** TO APPROVE IN CONCEPT THE LOCATION OF THE SHOWCASES AS MENTIONED BY MR. KUCHMA. THE **MOTION** WAS SECONDED BY DIRECTOR ERRICHETTI, **MOTION** PASSED UNANIMOUSLY.

Swearing in Ceremony for any Directors newly approved by City Council

- Director Thomas R. Errichetti and Director Barbara A. Rogo were both sworn in by Library Board President James E. O'Donnell.

2. Approval of Minutes of previous meetings

- ❖ THE **MOTION** WAS MADE TO APPROVE THE NOVEMBER 20, 2024 MINUTES WITH THE FOLLOWING CORRECTIONS:

- PAGE 2, PARAGRAPH 2, CHANGE THE MINUTES TO REFLECT THAT THE ARTIST FOR THE GARAGE DOOR MURAL AT BURROUGHS IS JOSHUA PAZ AND THE ARTIST FOR THE MURAL AT NORTH IS LIZ SQUILLACE.
- PAGE 2, THE LAST LINE ON THE LAST PARAGRAPH, LET THE MINUTES REFLECT THAT THE **MOTION** WAS MADE BY DIRECTOR ERRICHETTI, SECONDED BY DIRECTOR CLEMONS AND STRIKE THE BOLD COMMENTARY.
- PAGE 6, SECOND PARAGRAPH SHOULD HAVE THE WORD REPRESENTATIVES AFTER THE WORD STATE.
- PAGE 7 FIX THE FONT IN THE FIRST PARAGRAPH UNDER PERSONNEL, {IF POSSIBLE}.

- ❖ THE **MOTION** WAS MADE BY DIRECTOR PATTON, SECONDED BY DIRECTOR CLEMONS. THE **MOTION** PASSED UNANIMOUSLY.

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

- ❖ DIRECTOR ERRICHETTI MADE THE **MOTION** TO APPROVE THE LIBRARY BOARD VOUCHERS IN THE AMOUNT OF \$9,665.94 OF WHICH \$9,140.94 WILL COME FROM CITY FUNDS AND \$525.00 WILL COME FROM NON-LEVY FUNDS. THE **MOTION** WAS SECONDED BY DIRECTOR CLEMONS, THE **MOTION** PASSED UNANIMOUSLY.

- Payroll variance is \$7,000. There are no line-item transfers this month.

4. Unfinished Business

- *Status/Action re City Council approval of Director appointment* - Directors Errichetti, Rogo, Bermeo and Muñoz-Allam have been approved by the City Counsel. Director Patton, is still going through the process. Date of appointment needs to be corrected for Director Turner & Clemons, this is being worked on by Andy Toledo and the City Attorneys staff.
- *Status/Report re Library Hours of Operation* – Beardsley Branch has been a little short staffed at times but they are making it work, as to the rest of the BPL locations there is nothing to report.
- *Status/Report re MOU with City Attorney Office* – The Governance Committee has discussed this matter, they are going to do some further work in order to come up with a counter proposal. The City Attorney's office provided a draft that was done some years ago but it does not address any of the current issues.
- *Status/Report of public roll out of App* – Need an approved logo, before moving forward on the public roll of the library app.
- *Status/Report on disposition of former bookmobile*- Nothing to report at this time.
- *Status/Report on use of Revere Street lot*- It is the consensus of the Board of Directors that Director O'Donnell meet with Bill Coleman, of the Department of Economic Development to ascertain the City's plan for the Revere Street lot. Director O'Donnell will then bring the information back to the board for further discussion.

5. Correspondence and Communications- None

6. City Librarian Report

- Staff Development Day focused on improving customer service. The staff did a survey at the end of the day, a couple of the board members expressed interest in reading them.
- Elaine and Director Patton mentioned some the key points from the meeting with the State Representatives at the Fairfield Public Library. (E-books initiative & creating a ban on book banning in CT).
- Elaine will be preparing a report for the Library Board in regards to the State Report.
- *Review of monthly statistics and presentation by the library staff* – Nothing reported other than what was mentioned in regards to the State Report.

7. Committee Reports:

- Buildings
 - *Status/Action re East Side Branch Phase II project* – There are some issues in the building that weren't known that need to be addressed, twisted joist and some other items that Antinozzi is working on.
 - *Status/Action re solar projects for Burroughs/Saden and North* – The solar panels at Burroughs are expected to be connected by December 31st. The North Branch roof project should be completed before December 25th, the installation of the solar panels will follow shortly after.
 - *Status/Action re Burroughs/Saden 1st Floor changes and acoustics* – Two of the four acoustic panels have been installed in the room formerly known as the Popular Library. However, they are not hung properly. Director Errichetti will address the matter with the artist.
 - *Status/Action re report of David Otero re other facility issues*- Black Rock flooring project went well, they even did some painting. Newfield Branch has some heating issues that are going to be addressed. At Burroughs everything looks good except for the gate. The new North Branch boiler has been installed and is operational.
 - City Librarian Braithwaite stated, that the State Library approved the extension of the East Side Branch Library contract, the deadline is September 30, 2025.
- Finance
 - *Review of MUNIS tracking of 2024-25 Budget* – Director Errichetti will meet with the City Librarian in January to review and discuss.
- Governance
 - *Status Report re staff referral of policy revisions (piano use etc.)* – Assistant City Librarian Mathews will forward the two that were recently revised to Director O'Donnell.

- *Planning for Strategic Plan revision* – In order to plan for this, a timetable will need to be set up that will allow the Board to get input from the staff. At the next Governance Committee meeting the Board will look into putting some actual structure to this process.

- Marketing Committee

8.

- *Status/Action re True North logo and marketing strategies* – Nothing concrete to report as the Chair of the Marketing Committee was not present at this meeting. Director O'Donnell stressed the importance of moving this project along and would like a timetable to get a better idea as to where it is timewise.
- *Coordination of Library staff with Marketing Committee* – Not discussed
- *Use of Project:Play2Learn games as marketing tool* - Nothing to report.

- Personnel

- *Status/Action re table of organization / job descriptions* - The tentative Table of Organization was presented, it highlighted both the new positions as well as the promotional ones. Also included with the tentative Table of Organization was a chart listing the salaries to match them. The positions are listed by priority with the exception of the Business Manager, this position should rank above the Social Worker. City Librarian Braithwaite states that the priority positions at this time are the Business Manager, the Communications Director as well as the staff for the East Side Branch Library. The conversation transitioned to the Social Workers work hours and data or log. Both of these subjects will be discussed further at the next Personnel Committee meeting.
- *Status/Action re City Librarian evaluation and metrics* – Director Clemons stated that there are still some board members that have not turned in their evaluation. Therefore, she will proceed with what she has, as it is not fair to City Librarian Braithwaite to hold up the evaluation process any longer.

9. Report of Friends of the Library- Nothing new to report.

10. New Business

- *Wrap up for 2024 and Best Wishes (and Hopes) for 2025 our 144th year-* The Library Board would like to thank the staff for their hard work during 2024.

11. Adjournment

- ❖ DIRECTOR CLEMONS MADE THE **MOTION** TO ADJOURN, IT WAS SECONDED BY DIRECTOR PATTON AND DIRECTOR ROGO. THE **MOTION** PASSED UNANIMOUSLY.

Meeting adjourned at 7:35 p.m.

Respectfully submitted

Sara Santos, Administrative Assistant