

BRIDGEPORT LIBRARY

**Board of Directors
Regular Meeting
Wednesday, September 18, 2024**

Attendance: James E. O'Donnell, President; Kenya Osborn-Gant, Vice President; Thomas R. Errichetti, Treasurer; Barbara A. Rogo; Jeanette Muñoz-Allam; Kathleen E. Turner; Denise Clemons, Secretary; via Zoom, Marcie J. Patton and Blanca Bermeo.

Staff: Elaine Braithwaite, City Librarian; Laura Matthews, Assistant City Librarian, and Sara Santos, Administrative Assistant

Call to Order: President O'Donnell called the meeting to order at 6:08 p.m. A quorum was present. Director Turner departed at 7:15 p.m. due to a previous engagement, a quorum was still present.

ADOPTION OF AGENDA

- ❖ DIRECTOR OSBORN-GANT MOTIONED TO APPROVE THE SEPTEMBER 18, 2024 AGENDA, SECONDED BY DIRECTOR ERRICHETTI, MOTION PASSED UNANIMOUSLY.

APPROVAL OF PREVIOUS MEETINGS MINUTES-AUGUST 21, 2024:

- ❖ DIRECTOR ERRICHETTI MOTIONED TO APPROVE MINUTES, MOTION SECONDED BY DIRECTOR TURNER, MOTION PASSED UNANIMOUSLY.

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

- ❖ DIRECTOR ERRICHETTI MOTIONED TO APPROVE THE VOUCHERS IN THE AMOUNT OF \$123,564.20 OF WHICH \$3048.00 FROM NON-LEVY FUNDS, SECONDED BY DIRECTOR CLEMONS, MOTION PASSED UNANIMOUSLY.
- ❖ LINE ITEM TRANSFER: To transfer \$43,017.00 from SPECIAL SERVICES to OTHER SERVICES to cover the annual cost insurance premiums {AJ Gallagher \$24,218.00 and Twin City Fire also known as The Hartford \$18,799.00}. The MOTION was made by Director Errichetti and seconded by Director Osborn-Gant. MOTION PASSED UNANIMOUSLY.

Director Errichetti states a line item transfer may be necessary during this fiscal year to the salary line, but not at this time. Fiscal year 2024 recently closed and is waiting to see what remains by way of a surplus.

Director Errichetti had an idea to float, not actionable but rather something to consider. The idea being to reduce the general funds publication budget and instead use the Judge Saden funds as well as other endowment funds for the purchase of publications.

Unfinished Business

Status/Action re Library Programming with Klein

- Orquesta Afinke will play at The Klein Memorial on Thursday, October 24th at 7:30 p.m., all locations are advertising this program. No tickets will be issued just a head count.
- Rhonda Denét is scheduled to perform in February.
- Ideas were floated for two more possible concerts at The Klein during this fiscal year.

Status/Action re review / comments re Library Hours of Operation

- New hours of operation began on September 16th.
- There was a discussion regarding Newfield Branch hours, in particular closing at 7 p.m. on Wednesday and Thursday. The hours of operation will be revisited when East Side Branch re-opens.
- ❖ MOTION was made by Director Errichetti to add a third night to Beardsley Branch hours of operation, seconded by Director Clemons. The MOTION WAS later **WITHDRAWN** after some discussion. Director Clemons asked that critical research be done on this matter and the information be brought back to the board to evaluate.
- ❖ A MOTION was made by Director Errichetti and seconded by Director Clemons to change Beardsley Branch evening hours from Thursday night closing at 8 p.m. to Wednesday night closing at 8 p.m. as soon as possible. MOTION PASSED UNANIMOUSLY.

Status/Action re volunteer opportunities

- Please refer anyone interested in volunteering to the Friends.

Status/Action re Social Worker arrangement

- City Librarian Braithwaite states Nellie is working well. Director Clemons will address this further in Personnel.

Status/Action re enhancements for Burroughs/Saden

- Carlos Biernnay is currently working on the panels that will help with the acoustical issues in the first-floor meeting room(s).

Status/Action re City Council approval of Director appointments

- The Ethics Commission did not meet in September. City Librarian Braithwaite stated that Andy Toledo has the necessary paperwork for both Director Jeanette Muñoz-Allam and Director Blanca Bermeo.

Status of City Attorney MOU

- Nothing to report.

Status of roll out for Library App

- No update, the public roll out is contingent on the new logo.
- Director Clemons mentioned that she had a problem using the App. She visited Newfield Branch Library and the matter was resolved, short story, an initial visit to a library is needed because it requires a pin number. Director Patton is using it as well as Director Rogo.

Correspondence and Communications

- A letter was received from the Association of Connecticut Library Boards regarding to upcoming events:
 - **Association Libraries: The Public-Private Partnership on Wednesday, Sept. 25 @ 7:00 pm**
 - **Standing Strong: Three-Legged Stool Approach for Libraries on Wednesday, Oct. 30th @ 7:00 pm**
- Director O'Donnell received a communication indirectly from Kathleen Donnelly, she is ready to have the piano shipped to the Bridgeport Public Library between October 18-21st. The piano will go in the Fine Arts room on the second floor. Director O'Donnell will get someone to inspect the piano that is currently in the Fine Arts room to see if it repairable, if it is, it will then be repaired and moved to Newfield Branch.

City Librarian's Report

- The annual state report is almost complete.
- Attended a City of Bridgeport Director's Retreat held at the University of Bridgeport on September 12th. Some of the topics discussed were staff moral and changes in city policies regarding disciplinary actions. The adjustments/changes in the policies will help ensure better records are kept in the departments as well as with Labor Relations and Civil Service.
- The open house was a success. Kristen reports that ever since open house the children's department has been busier.

Statistics-discussion took place regarding the statistics from the perspective of library card users as opposed to circulation of materials, much the same way a credit card company would look at their users. This type of information is something that is easy not to easy pull, it would take compiling a lot of information from various sources.

- Director Bermeo was wondering if there are statistics that show how many people use the service of placing items on hold. She explained that she has had a negative experience with it and was wondering if others had as well. In order to find out what the issue is, a little research will need to be done on her library card to see what type of book it was {local or out of town}, did it have numerous holds, or other possible reasons the hold was not received. Directors Rogo and Patton on the other had have had no problems with getting their holds, it may take a while due to factors previously mentioned but they have received them.

Committee Reports

{Buildings}

- East Side Branch Phase II project, where will the sign go? City Librarian Braithwaite, will find out and report back. Director Errichetti suggested putting it on the fence of the parking lot.
- Groundbreaking on October 8th at 9:30 am.
- There is asbestos in the basement, not in the area that is being renovated but in the rather in the area, where they will be bringing stuff through.
- ❖ Director Errichetti made the MOTION to approve the change order for asbestos abatement at East Branch in the amount of \$39,350.85. It was seconded by Director Rogo. MOTION PASSED UNANIMOUSLY.
- The East Branch staff has requested that the height of the circulation desk be taller to make it for easier for patrons when filling out applications. Antinozzi was informed of this change.
- ❖ Status/Action re Burroughs/Saden 1st -Solar panel discussion. The MOTION was made by Director Errichetti to sign the solar panel agreement as the users of the panels, as it does NOT change anything in the contract. The MOTION was seconded by Director Clemons. MOTION PASSED UNANIMOUSLY.
- Status/Action re Black Rock façade – David is aware of the issues at Black Rock. He has a couple of items he needs to address first before focusing his attention on them.
- ❖ Action re North Branch roof replacement-The MOTION was made by Director Errichetti and seconded by Director Clemons to approve the cost of the North Branch roof in the amount of \$786,400 with the condition that the installation of the solar panels NOT VOID the warranty. MOTION PASSED UNANIMOUSLY. The funds for this project will come surplus funds not current budget funds.

Finance: The library proposed budget should be in place.

Governance: Status Report re staff policy review-the board of directors were sent all the policies that had come out as well as two drafts that are almost done but have a couple of words that need revising, they should be completed by the end of the month.

Marketing Committee: Status/Action re True North logo and campaign strategies- The committee met to organize, distill and streamline their ideas. An email was sent to True North with various parameters, for example the colors of the logo. A lengthy discussion ensued.

Personnel: The meeting was heated but the air has been cleared. Elaine had the opportunity to discuss the matter of the organizational chart with Eric Amado at the director's retreat and he provide some guidance as to how to proceed. Due to the feelings expressed at the previous Personnel Committee meeting, Director Clemons has stated that the Personnel Committees will be recorded from now on.

Friends of the Library-Help is needed in the garage, looking for six long-term volunteers to organize and run the garage. Ideal candidates should be organized and reliable.

New Business-Director Clemons a member of the Fairfield Coalition for Voter Registration will be at North Branch on October 10th and at Black Rock on October 1st (still waiting to hear from Beardsley) for voter registration and information.

❖ MOTION was made by Director Clemons and seconded by Director Rogo to adjourn the meeting. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:41 pm.
Respectfully submitted,

Sara Santos, Administrative Assistant