

**Board of Directors Regular Meeting Minutes
January 15 2025**

1. **Call to Order:** President O'Donnell called the meeting to order at 6:05 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 – in person, arrived at 7:03 p.m.
- Jeanette Muñoz-Allam - in person
- Blanca Bermeo – in person
- Marcie J. Patton - via **Zoom**
- Barbara A. Rogo – via **Zoom**
- Kathleen E. Turner – in person

Also attending:

- Elaine Braithwaite, City Librarian – in person
- Laura Matthews, Assistant City Librarian – in person
- Sara Santos – Administrative Assistant – person

Swearing in Ceremony for any Directors newly approved by the City Council –
The following Board Members have been affirmed: Thomas Errichetti, Blanca Bermeo, Jeanette Muñoz-Allam & Barbara A. Rogo at the December 2nd 2024 Common Council Meeting. Marcie J. Patton was affirmed at the January 6th Common Council meeting. All have been sworn in, those physically present signed The Oath of Office.

Adoption of Agenda

- ❖ DIRECTOR ERRICHETTI MADE THE **MOTION TO REVISE THE TIMELINE OF THE AGENDA BY MOVING MARKETING TO THE TOP. THE MOTION WAS SECONDED BY DIRECTOR PATTON. THE MOTION PASSED UNANIMOUSLY.**
- ❖ PRESIDENT O'DONNELL WOULD ALSO LIKE TO ADD TO THE GOVERNANCE REPORT A REMINDER FOR THE AGENDA THAT ALL MEMBERS OF THE BOARD NEED TO FILE THEIR ANNUAL RESIDENCY AFFIDAVITS BY THE END OF THE MONTH. **MOTION TO ACCEPT BY**

DIRECTOR ERRICHETTI, SECONDED BY DIRECTOR PATTON. **MOTION PASSED UNANIMOUSLY.**

2. Approval of Minutes of previous meeting

- ❖ DIRECTOR PATTON MADE THE **MOTION** TO APPROVE THE MINUTES OF DECEMBER 18, 2024. THE **MOTION** WAS SECONDED BY DIRECTOR ERRICHETTI. DIRECTOR OSBORN-GANT ABSTAINED, THE **MOTION** PASSED.

Marketing Committee

Highlights from the meeting with True North:

- Logo colors & design variations.
- Expecting secondary mock-up in February for review.
- Strategies on using the logos to market the library.
- Timeframe for the completion of this project.
- Examples of logo variations to target specific campaigns, such as children's programs, concerts, and Digital Navigator Program.
- Community-based surveys will need to be done in-house, the committee will ask for their expertise on developing one, as well as its implementation since is not in their scope of work.
- There were some expressed concerns over the delay in the completion of this project, as it was contracted in 2022.

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

- ❖ DIRECTOR ERRICHETTI MADE THE **MOTION** TO APPROVE VOUCHERS IN THE AMOUNT OF \$6267.43. THE **MOTION** WAS SECONDED BY DIRECTOR TURNER, **MOTION** PASSED UNANIMOUSLY.

Director Errichetti pointed out that the payroll variance went from a favorable variance of \$7,000 cumulatively to a negative \$1,400. He will be investigating this anomaly.

There were no line-item transfers this month.

4. Unfinished Business

Status/Action re City Council approval of Director appointments- {moved}. The date of term for both Director Clemons and Director Turner needs to be fixed.

Status/Report re Library Hours of Operation- Beardsley Branch has seen an increase in patrons since the closing of East Side Branch.

Status/Report of public roll out of Library App- This is pending on the new logo to officially roll it out. There was a brief discussion about an upgrade that took place recently on the current app and a glitch, this issue will be investigated.

Status/Report on disposition of former bookmobile- No updates to report.

Status/Report re use of Project:Play2Learn games as literacy/marketing tool- No updates to report.

5. Correspondence and Communications- None.

There was a question regarding proceeds from the sale of Judge Saden's property. A copy of the financial report to the probate court was received but it had not been reviewed.

6. City Librarian Report

- All budget line-item transfers approved in November have been completed.
- Staff Development Day was a success, a task force will be set up to implement some of the suggestions that came out of this event.
- The Library Board asked to see the information that will be the subject of the taskforce.
- Branch Managers attended a workshop on how to write effective procedures.
- For more details, read the Librarian's Report.

Review of monthly statistics and presentation by staff – not discussed

7. Committee Reports:

Buildings

Status/Action re East Side Branch Phase II project – The permits have not been issued, the construction project is unable to move forward until this is resolved. All parties are aware of the Sept.30th 2025 deadline.

Status/Action re solar projects for Burroughs/Saden and North – The solar panels at Burroughs-Saden are supposed to be live but there has been no confirmation. The North Branch Solar panel project is at a standstill also due to a permit issue.

Status/Action re Burroughs/Saden 1st Floor changes and acoustics – At the Building Committee meeting there was a discussion that staff would like to rethink using the separated area for teens and whether or not it makes sense to move the Market Place to the first floor. Those involved will be doing some surveying, and in the interim the space

will continue to be used as meeting space. In regards to the acoustical banners, the artist is currently out of the country Director Errichetti will set up a meeting with him upon his return to discuss the issues with the panels, specifically their length and placement.

Status/Action re report of David Otero re other facility issues – Please read David’s full report for detailed information on the current facility issues.

Future building projects:

- The rotted Black Rock façade is ornamental, should it be taken down and defer the rest of the repair for later down the road?
- Wooden gutters at Black Rock need to be replaced.
- The two elevators at Burroughs are over 30 yrs. old and need replacement, the public one is currently out of order.
- The North Branch needs freshening up, i.e. carpet/vinyl flooring, painting, and ceiling tile.
- Burroughs-Saden Memorial Library: Space planning conversation, is renovation a possibility?
- Are the spaces at Burroughs-Saden being used adequately?
- Quiet spaces at Burroughs needed, perhaps pods.
- Long term changes, structural renovations such as gutting the stacks and repurposing the area.
- How much of the stacks are needed?

Finance

Review of MUNIS tracking of 2024-25 Budget- Director Errichetti had nothing to report on the tracking of the budget. However, he asked the City Librarian to take a pass at it using the formula, he outlined.

Governance

Staff report on issues for inclusion in draft MOU with City – Still in the works, nothing new to report.

Report/Action re Unattended Child policy – The Policy was returned to the Committee with revision recommendations.

Staff report on other policies (Code of Conduct, piano use, etc.) – The Code of Conduct Policy, was also returned with the recommended changes. Piano Use Policy was not discussed.

Staff report re times for public input on Strategic Plan revision - Per request, the branches provided the dates that are available to hold community forums at their location.

On the calendar, the dates highlighted in **BLUE** indicates evening hours from 6:00 pm to 9:00 pm, **Red** indicates means morning, from 11:00 am to 1:00 pm. A separate Governance Committee Meeting will be held to review the timetable and discuss it in more detail.

Marketing Committee (*moved to the top of the meeting*)

Personnel

Status/Action re table of organization / job descriptions – There was a lengthy discussion regarding the Social Worker position, her time at each location and the data being reported. The outcome; it is the consensus of the Library Board that the library needs to focus on library positions to deliver library services and that at this point this position should remain on the budget of the department she currently falls under. There has been no update from Labor Relations regarding the hours nor the two custodians that have been on a lengthy leave of absence.

- ❖ AT 7:25 P.M. THE **MOTION** WAS MADE TO GO INTO **EXECUTIVE SESSION** BY DIRECTOR CLEMONS, IT WAS SECONDED BY DIRECTOR TURNER AND PASSED UNANIMOUSLY. THE REASON: TO DISCUSS A PRIVATE PERSONNEL MATTER. THE EXECUTIVE SESSION ENDED AT 7:35 P.M.

Status/Action re City Librarian evaluation and metrics – The Personnel Chairperson is still waiting on the evaluations from few Board Members in order to move forward on her end.

- 8. Report of Friends of the Library** – A treasurer is needed on the Friends of the Library Board and at this time, the future of the Friends looks precarious.

9. New Business

* All members of the Library Board have an obligation by the end of January to file an affidavit stating that all live in the City of Bridgeport as directors. *

Review of Committee assignments and meeting dates:

The **Building Committee** consists of:

1. Chair - Director Erichetti
2. Director Osborne-Gant
3. Director Clemons
4. Director Turner
5. President O'Donnell

The **Finance Committee** consists of:

1. Chair - Director Errichetti
2. Director Osborne-Gant
3. Director Clemons
4. Director Turner

The **Governance Committee** consists of:

1. Chair- Director O'Donnell
2. Director Muñoz-Allam
3. Director Bermeo,
4. Director Osborne-Gant
5. Director Patton
6. Director Rogo
7. Director Turner

The **Marketing Committee** consists of:

1. Chair - Director Muñoz-Allam
2. Director Bermeo
3. Director Turner
4. Director O'Donnell

The **Personnel Committee** consists of:

1. Chair – Director Clemons
2. Director Errichetti
3. Director Rogo
4. Director Turner
5. Director Patton

{President O'Donnell stated that he is Ex Officio on all the committees}

All Committees will meet on the Wednesday the week before the Library Board Meeting:

- 5:30 pm Building and Finance
- 6:00 pm Personnel
- 6:30 pm Marketing
- 7:00 pm Governance

❖ THE **MOTION** WAS MADE BY DIRECTOR CLEMONS TO CHANGE THE COMMITTEE MEETINGS TO THE SCHEDULE LISTED, THE **MOTION** WAS SECONDED BY DIRECTOR OSBORNE-GANT. DIRECTOR PATTON MADE THE FOLLOWING REQUEST TO MOVE THE GOVERNANCE COMMITTEE MEETING TO 6:30 PM AND MARKETING TO 7:00 PM.

❖ DIRECTOR CLEMONS AND DIRECTOR OSBORNE-GANT ACCEPTED THE **AMMENDMENT TO THE MOTION** TO HAVE THE MEETING ON WEDNESDAY BEFORE THE LIBRARY BOARD MEETING IN THIS ORDER:

- 5:30 pm Building and Finance
- 6:00 pm Personnel
- 6:30 pm Governance
- 7:00 pm Marketing

❖ THE **MOTION** PASSED UNANIMOUSLY.

10. Adjournment

❖ THE **MOTION** TO ADJOURN WAS MADE BY DIRECTOR CLEMONS, THE **MOTION** WAS SECONDED BY DIRECTOR OSBORNE-GANT. THE MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:57 p.m.

Respectfully submitted

Sara Santos, Administrative Assistant