

BRIDGEPORT LIBRARY

925 Broad Street Bridgeport, CT 06604

Board of Directors Regular Meeting Minutes February 19, 2025

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, left at 7:00pm
Jeanette Muñoz-Allam - Absent
Blanca Bermeo – In Person
Marcie J. Patton - Absent
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 - In Person

Adoption of Agenda

- ❖ Director Errichetti made the **MOTION** to adopt the agenda. It was seconded by Director Clemons, **MOTION** passed unanimously.

Approval of Minutes of Previous Meeting

- ❖ Director Rogo made the **MOTION** to approve the January 15, 2025, board minutes. The **MOTION** was seconded by Director Turner. The **MOTION** passed unanimously.

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

The payroll variance is slightly negative due to increased overtime expenses. The current salary budget is fully allocated to the current staff, leaving no funds available for new hires.

- ❖ Director Errichetti made the **MOTION** to approve board vouchers in the amount of **\$38,199.74** from general funds and **\$100** from non-levy funds, for a total of **\$38,299.74**. The **MOTION** was seconded by Director Clemons and passed unanimously.

There are no line-item transfers this month.

Unfinished Business

- *Status/Report re MOU with City Attorney Office* - Nothing to report.
 - *Status/Report of public rollout of Library App* – The rollout of the new app is contingent on the finalization of the new logo.
 - *Status/Report on disposition of former bookmobile* - No updates.
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Correspondence and Communications

- Katherine Cornell's bequest to North Branch was briefly mentioned.
- The Association of Connecticut Library Boards Newsletter (Fall '24 - Winter '25) was received and will be emailed to each Library Board member.

- An email was received regarding the passing of David Green, former Executive Director of the Cultural Alliance of Fairfield County. His Celebration of Life is scheduled for April 5, 2025. [OBJ]

City Librarian Report Highlights

- The budget cycle for 2026 started in January; all documents have been submitted to the Office of Policy and Management.
- Recertification for the Passport Acceptance Program was completed.
- An all-day passport fair is being planned for May.
- Guidelines for staff on handling non-local law enforcement were drafted and sent to Thomas Gaudett (CAO) and Tyisha Toms (City Attorney) for review. A meeting will be scheduled to discuss any legal considerations.
- Ongoing meetings will be held with vendors to discuss a new VoIP phone system

Assistant City Librarian Laura Matthews reported that attendance and library card registrations continue to increase.

Committee Reports

Buildings

- *Status/Action re East Side Branch Phase II project* - A meeting was held with City Officials to discuss permit delays and the grant deadline.

- *Review/Approval of needed change orders for East Side Phase II* - Change Order #1 (\$14,385.20) covers second-floor mold remediation, while Change Order #2 (\$42,008.95) addresses first-floor water damage-related repairs.

- ❖ Director Errichetti made a **MOTION** to approve the two change orders, totaling \$56,394.15, from cumulative surplus funds. Director Turner seconded the **MOTION**, and it passed unanimously.

- *Status/Action re solar projects for Burroughs/Saden and North* - No new updates.

- *Status/Action re Burroughs/Saden 1st Floor changes and acoustics* - The Burroughs-Saden first-floor changes will be reviewed as part of a broader facilities assessment.

- *Status/Action re David Otero's facility report* - Both staff and patrons at Black Rock are very pleased with the new paint and flooring updates, noting that it has made a significant difference. The repair to the exterior façade is scheduled for FY26.

Finance

- *Review of 2025-26 budget planning and CAFR status* - The Grand List remains largely unchanged from last year. The official library budget has not yet been received.

- *Status/Action re process for Strategic Plan revision* – The committee recommends adopting the calendar included in the board packet, which outlines the

dates for the charettes. The plan is to hold two sessions at each location throughout April—one in the morning and one in the evening—as well as a virtual session.

- Burroughs-Saden Memorial Library and Beardsley Branch will each offer a Saturday session to maximize participation.

Branch	Date	Time
Beardsley	April 2	6 PM – 9 PM
	April 26	11 AM – 1 PM
Black Rock	April 9	11 AM – 1 PM
	April 29	6 PM – 9 PM
Burroughs-Saden	April 12	11 AM – 1 PM
	April 24	6 PM – 9 PM
Newfield	April 22	6 PM – 9 PM
	April 30	11 AM – 1 PM
North	April 7	11 AM – 1 PM
	April 8	6 PM – 9 PM
Virtual	April 3	6 PM – 9 PM

- ❖ With the recommendation of the Governance Committee, a **MOTION** was made to approve the calendar for the charettes so that they can be promoted, and 'Save the Date' notices can be sent out. The **MOTION** was made by Director Rogo and seconded by Director Turner. The **MOTION** passed unanimously.
- The Governance Committee also discussed the formatting for the charettes, proposing that if attendance is high, participants will break into smaller groups to discuss three key questions. The Governance Committee will finalize both the questions and the format for the charettes at their next meeting. The discussion continued with a brief roadmap outlining the process, starting with data collection and ending with the final Strategic Plan, which will then be presented to the public.

- *Status/Action re adoption of law enforcement protocol* – This is currently on hold until the City Attorney returns.
- *Status/Action on Proposed Policy Revisions*: The drafted policy revisions will be reviewed by the board. However, the current priority is finalizing the calendar and roadmap for the Strategic Plan.

Marketing

- *Status/Action re True North logo and marketing strategies* - City Librarian Elaine Braithwaite discussed the meeting with True North, during which the logo was presented.

The discussion covered typography, potential uses, and color variations to

differentiate adult programs from children's programs. This project needs to be completed by June 30, 2025.

- ❖ Director Errichetti made the **MOTION** to approve the logo concept. The **MOTION** was seconded by Director Turner. The **MOTION** passed unanimously.
- *Use of Project: Play2Learn games as a marketing tool* – There is interest in incorporating them into the summer reading program, but further discussion is needed.
- *Status/Action re coordination with Strategic Plan Charettes* – discussed earlier, see bottom of page 3 under *Status/Action re process for Strategic Plan revision*.

Personnel

- *Status/Action re table of organization / job descriptions* - The meeting was brief and focused on the tight budget, with the East Side branch being the priority for new hires.
 - *Status/Action re City Librarian evaluation and metrics* – The chair was unavailable; therefore, there is nothing to report.
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Report of Friends of the Library

- The Friends have lost another board member, Harry Green, who recently passed away. He was always insightful and a valued member of the group. The Friends organization currently has very few board members, and we need to assess its viability. It may be time to consider transitioning the organization to someone else.
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New Business

- *Discussion re security issues and staff parking* - An upset patron parked in the staff parking lot and followed staff into the building. The behavior was unusual and appeared to stem from having a bad day. The parking lot gate will be fixed soon, which should help prevent similar incidents in the future. A patron was irate after entering through the staff entrance. The parking lot gate will be fixed soon, resolving the issue.
- *Discussion re review of potential Goals and Objectives*- This is primarily for the Governance Committee as we get deeper into the details, but just as a reminder—our goals and objectives should now include strategies for ensuring that the new logo is recognized and appreciated by the public. The goal is to use it as a key branding tool to encourage community engagement with the library for lifelong learning. Those interested in participating should start considering the goals and objectives we want to refine.

- *Discussion re planning for the Burroughs/Saden centennial and North Branch's 30th anniversary* – The Burroughs-Saden Memorial Library opened its doors to the public on April 25, 1927—meaning it will celebrate its 100th anniversary in two years. North Branch will mark its 30th anniversary this November. These milestones present valuable marketing opportunities to highlight and bring attention to the library's different facilities.

Adjournment

Director Errichetti made the **MOTION** to adjourn. It was seconded by Director Bermeo. The **MOTION** passed unanimously.

Meeting adjourned at 7:24 p.m.

Respectfully submitted,

Sara Santos, Administrative Assistant