
Minutes of the Board of Library Trustees

The Board of Library Trustees met on November 27, 2018, 3:30 PM,
in the meeting room of the Main Library.

Present: Diana Henry, Vice-Chair
Carl J. Cruz
Elsie R. Fraga
Helen Rogers
Lee Blake
Father Kevin Harrington
Kristine S. Ferreira
Olivia Melo, Director
Carmen Brodeur, Account Clerk

Excused: Very Rev. Constantine S. Bebis

Guest: Kristine Arsenault, representing Mayor Jon Mitchell
Gilly Cabral

Called to order: Ms. Henry called the meeting to order at 3:30 pm.

Mr. Cruz made a motion to accept the minutes for the October 30th Trustees' meeting with minor corrections; seconded by Ms. Fraga; unanimously approved.

FRIENDS REPORT

Ms. Blake made a motion to accept the minutes for the November 6th Friends of the Library meeting; seconded by Ms. Fraga; unanimously approved.

Ms. Melo presented additional information to the Board, notifying them the interim President for the Friends was Carl Simmons and new member Samantha Vasques was going to assist with getting all of the organizational paperwork in order and up to date for the 501c3 filing. The next Friends meeting is scheduled for Tuesday, Dec 6th and information from the Board of Library Commissioners on Library Friends will be shared with them for guidance.

STAFF REPORTS

Mr. Cruz made a motion to accept the staff reports; seconded by Ms. Fraga.

Mr. Cruz asked Ms. Melo for an update on the incident regarding the patron who was spotted trying to steal books from the library. Ms. Melo said she was given a warning since it was a possible misunderstanding but the incident report is on file should it be repeated.

Ms. Melo highlighted the participation of Casa da Saudade manager, Daniela Ferreira, in the International Conference "Expressions of Lusofonia" organized by York University, Toronto,

Canada. She participated in the presentation through Skype, partnering with UMass Dartmouth archivist Sonia Pacheco, sharing information on the Portuguese materials at the branch.

Also of note was the tracking down of the 35 documents loaned in the late 1990's from the Special Collections [Poor Farm drawings] to JMBA Architects. Thirty-one were returned to the library and the remaining four are being looked into further. This forensic work is time consuming but very important to retrieving and securing our historical collection.

Ms. Rogers recognized the extensive work performed by Bethany Coito as the Youth Services Librarian as the programming offerings and attendance has grown expeditiously.

Ms. Rogers asked for an update on the Wi-Fi issue reported by branch managers. Ms. Melo is working with MIS to obtain quotes from Comcast for the upgrading to a higher speed. If appropriated budget can accommodate cost increase, we will move forward this fiscal year.

Ms. Henry noted the increase in circulation due to the automatic renewal initiated in the previous month. Ms. Rogers concurred this feature is a great customer service option.

The Staff reports were unanimously approved.

DIRECTOR'S REPORT

Ms. Melo reported the following –

- Submitted the 2nd interim report on the Network to Freedom grant from the National Park Service for the processing of the James B. Congdon collection.
- Sent a NO TRESPASS contemplation notice to patron Keith Milburn of Middleboro for solicitous conduct at the Main library.
- Met with department managers to review the strategic plan in preparation of their submission of action updates. The update is due to the Mass Board of Library Commissioners by Dec 4th.
- Mr. Luis Silva, Director of Museu do Emigrante in the Azores visited the Casa da Saudade and Main Library on Oct 26th for future partnership of the organizations.
- The city annual tree light celebration will be held on Saturday, December 6th and the library will remain open until 6:00 pm for the public attending to have restroom access during the event.

Mr. Cruz commended Ms. Melo for sharing the photo with the Board showing patrons utilizing the tables in the reference/microfilm area for study. The environment at the Main library has become more inviting since Ms. Melo became Director as more working spaces have been created for study and code of conduct is diligently enforced. The revitalization of the downtown library is evident to all who frequent it.

Mr. Cruz asked for an update on the installation of cameras in the mezzanine area of the bronze door. This project is on tap for the spring if current appropriated budget allows it.

The Director's report was unanimously approved.

COMMITTEE REPORTS

- 1. Art:** The Board of Library Trustees met on Wednesday, November 14th to discuss a plan for the return of Art work to City Council Chambers. Mr. Cruz made a motion to accept the minutes of the meeting; seconded by Ms. Fraga; unanimously approved.
- 2. Bookmobile:** Ms. Rogers, Chair – Ms. Rogers reported that new parts that were ordered have come in for the bookmobile generator. Ms. Rogers asked if the new bookmobile schedule of later afternoon hours was working out. Ms. Melo said the new hours of Tuesday and Thursday, 10:00 – 6:00 instead of 8:30-4:30 were working out well.
- 3. Building:** Ms. Melo has opened a service request with DFFM for the 3rd floor meeting room as a result of a water leak from the gutters backing up. Once the gutters are cleared, the request for patching up the paint will be initiated. The city carpentry department has been contacted for the possible refurbishing of the 1950's era tables being used at Main for computer tables. The plan would be to have new bases made to match the original tables of the 1900's but using the current top trimmed down to computer table size.
- 4. Finance:** Ms. Fraga, Chair – Nothing to report.
- 5. Gifts:** Father Harrington, Chair – Fr. Harrington reminded that all gifts are to be brought and approved by the Gift Committee.
- 6. Personnel:** Ms. Rogers, Chair – Nothing to report.
- 7. Policy:** Ms. Blake, Chair – Nothing to report.
- 8. Scholarships:** Mr. Cruz, Chair – Nothing to report.
- 9. Security:** Ms. Melo reported that the building and fire alarm are slated to be upgraded through the Capital Improvement Plan sometime in the spring.

Mr. Cruz made a motion to accept the Committee's report; seconded by Ms. Fraga; unanimously approved.

OLD BUSINESS

Art in Council Chambers see above.

The letter of support for the Art Museum for grant application to the CPA was sent.

Little Lord Productions has sent a check in the amount of \$1,008.00 for the rental of the chairs at Wilks for the movie Wanderlust, a Mark Wahlberg movie, shooting in Boston.

Mr. Cruz asked for an update on the installation of a phone with speaker feature in the trustee's room to allow trustees unable to attend the meetings to do so via phone. The phone line is already installed but it needs to be turned on and the phone needs to be purchased via MIS.

Library Board approved the Technology Plan as written. Mr. Cruz made a motion to accept the Technology Plan draft; seconded by Ms. Fraga; unanimously approved.

Ms. Melo will be mailing a letter to Dr. Fletcher informing him of the dedication of a shelf in the children's room to display picture books, in recognition of his work as a Trustee.

NEW BUSINESS

Ms. Melo shared with the Board the resignation letter from Mr. George Ripley, Branch Manager at the Howland Green Library to serve as the Town of Wareham's Library Director. Ms. Rogers noted Mr. Ripley will be missed as he was an excellent branch manager and the Board joined her in wishing him all the best in his new venture. Mr. Cruz made a motion to accept the resignation of Mr. Ripley; seconded by Ms. Rogers; unanimously approved.

Ms. Melo asked the Board to approve including *Spanish speaking preferred* in the job description. The Board agreed and Mr. Cruz made the motion to include Spanish speaking preferred in the job description; seconded by Ms. Fraga; unanimously approved.

Ms. Melo reviewed with the Board a new feature offered by the Sails Library Network for photo ID as protection for identity theft and fraudulent borrowing of library materials. The Fall River Library system has become the first to add this "opt-in" feature to their patrons as it adds another level of security for the library patrons as online security fraud and identity theft are becoming more of a concern with the public. Some discussion on this followed and Ms. Melo was asked to bring more information on this feature to the next trustees meeting.

COMMUNICATION

The library has received the first portion of State Aid Grant Award for FY2019 in the amount of \$79,800. Ms. Rogers asked how these funds will be utilized as the debt on the renovation loan is winding down. These funds are currently used to purchase books and some will now be used to update and upgrade the aging computers throughout the library.

Ms. Melo asked the Board for approval of the opening of the Main library after hours for the public to use the rest rooms for *City Celebrates! New Year's Eve* event on December 31st. Ms. Melo said five employees have volunteered to work from 5-8pm on Dec. 31st. Mr. Cruz made a motion to accept the opening of the library from 5-8pm for the *City Celebrates! New Year's Eve* event on December 31^s; seconded by Ms. Rogers; unanimously approved.

NEXT MEETING:

Due to Christmas falling on the last Tuesday of the month (Dec. 25th) the meeting will be held one week earlier; Tuesday, December 18, 2018 at 3:30pm at the Main Library.

Meeting adjourned at 4:41 pm.

Clerk,

Lee Blake

