
Minutes of the Board of Library Trustees

The Board of Library Trustees met on April 30, 2019 at 3:30 PM
in the meeting room of the Casa da Saudade Branch Library

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

Excused: Very Rev. Constantine S. Bebis

Guest: Kristine Arsenault, representing Mayor Jon Mitchell

Called to order: Ms. Henry called the meeting to order at 3:32 p.m.

Mr. Cruz made a motion to accept the minutes of the March Trustees' meeting; it was seconded by Mrs. Fraga, and unanimously approved.

FRIENDS REPORT

Ms. Melo was not in receipt of a report from the Friends of the Library for this month.

STAFF REPORTS

Mr. Cruz made a motion to accept the staff reports; it was seconded by Ms. O'Leary.

Mr. Cruz noted that the bookmobile's report indicated only six public schools were visited during the month of April. Mr. Cruz suggested inviting the Superintendent to a meeting so the Board could impart the importance of this service to the public schools. The Board supported the suggestion made by Mr. Cruz and Ms. Melo will extend an invitation to Superintendent, Thomas Anderson, to attend the September meeting to be held at the Main Library.

Ms. Melo took this opportunity to bring to the attention of the Board that the Bookmobile schedule is under evaluation and will be modified with the goal being to have the service available past the school schedule and business hours. The Fall schedule will also be revamped with schools holding media centers being dropped from the roster and replaced with the schools lacking a library. It is important for outreach to underserved areas of the city that the Bookmobile be visible as a "library on wheels" in those neighborhoods not within walking distance of a branch and to participate in evening and weekend community events.

Mr. Cruz noted that the circulation of materials went down at some of the branches. Ms. Melo noted that statistics fluctuate due to the automatic renewal feature and it's expected. While the physical circulations are decreasing, and happening at all libraries, the digital circulation is increasing. The loans of audio and ebooks have increased and the streaming of video and audio on our newest platform, Hoopla, has been generating substantial numbers.

Mr. Cruz noted that the Casa da Saudade Branch Library signage attached to the larger Sister Avelar Building sign was small. It is understandable that Casa is one of the tenants in this city managed building along with the Immigrants Assistance Center and both institutional signs are equal, but the library sign should be more visible to people who may not be aware the building houses a library. Ms. Melo will look into options for highlighting the branch library while keeping with the uniform signage the city placed on their managed buildings.

The staff's reports were unanimously approved.

DIRECTOR'S REPORT

Mr. Cruz made a motion to accept the Director's report; it was seconded by Ms. Rogers.

Ms. Melo reported the following –

- No Trespass notice served to P. Coleman due to inappropriate conduct at the Main library.
- Received and signed the memorandum of understanding (MOU) by Andrew O'Leary, Business Manager for the New Bedford School department, requesting the use of the Casa da Saudade library as an evacuation site for the Congdon School students.
- Partnership with UMass Dartmouth Center for Portuguese Studies and Casa branch continues with planning for hosting of a Gulbenkian Foundation traveling exhibit to be displayed for the month of April at Casa da Saudade library 48th anniversary.
- Revised job description for the Art Curator vacancy to reflect the current work performed and the skills necessary to successfully manage the Art room.
- Planned and presented an evening of poetry with Portuguese actor, Ivo Canelas in partnership with the New York Institute for the Arts and Consul General of Portugal in New Bedford at the Main Library on March 19th.
- The tile on the 3rd floor of the Main library was stripped of 3-4 layers of wax by custodian John Barreira, which took about three weeks due to the work being done during morning hours while the library was closed to the public.
- On April 5th submitted to the Massachusetts Board Library Commissioners the final documents for the LSTA/IdeaLab grant.

Mr. Cruz commended Ms. Melo for securing the marble top circular table placed on the landing to the 2nd floor and donated to the library via the United Way.

Mr. Cruz and Ms. Rogers commended Bethany Coito and Amy Ferguson for the NBFPL's Pop-Up Library initiative at the LGBTQ Winter Film Series and DTA office.

The Director's report was unanimously approved.

COMMITTEE REPORTS

- 1. Art:** Ms. Melo reported that the two smaller paintings are back at City Council Chambers with a one year loan agreement signed by City Council President, Linda Morad. At the time of signing, it was confirmed (for inventory) that there are eight pieces from the Special Collections on loan/display in City Council Chambers and verified by Jodi Goodman, Head of Special Collections and City Clerk, Dennis Farias.
- 2. Building:** Ms. O’Leary gave a report of the 3rd floor of the Main library being stripped of the layers of wax, accumulated over the years, by custodian John Barreira. This project took about three weeks to be completed and the floors look beautiful.

Mr. Cruz asked if there was an update from the Department of Facilities on the flooring at Lawler. Ms. Melo is only in receipt of the one estimate and is awaiting further information from the Clerk of the Works, Nicholas Peireira, of additional quotes. DFFM does not have the funding to cover the project and a discussion will have to be had on how the funding will be secured by the Board and/or DFFM. Ms. Arsenault will follow up with DFFM Director, Mark Champagne.

- 3. Finance:** Ms. Fraga, Chair – Ms. Fraga said a Finance meeting is scheduled for Monday, May 6, 2019, and extended an invitation to the whole Board to attend the meeting.
- 4. Gifts:** Father Harrington, Chair – Fr. Harrington donated five books for adults, five books for youth and two card games, all revolving around Moby-Dick. Mr. Cruz made a motion to accept the gifts; it was seconded by Ms. Fraga, all approved.
- 5. Personnel:** Ms. Rogers, Chair – Ms. Rogers reported that Chelsea Hester, the new Howland-Green Branch Manager, started on Monday, April 8th. Pauline Robillard, Library Assistant in children’s department was assigned to the Bookmobile to cover the vacancy due to the retirement of Ms. Arruda. Brenna Shurtleff, part-time Library Assistant at Wilks branch was promoted to full-time at the Main library, creating a vacancy of 20 hours at Wilks. Pending are the full-time and part-time permanent positions which will be filled with current staff in the Temporary-VT roster. The Art Curator vacancy will not be filled until FY20 due to budget limitations.
- 6. Policy:** Ms. Blake, Chair – Nothing to report.
- 7. Scholarships:** Mr. Cruz, Chair – The Committee met on April 22nd to interview candidates, Janet Barbosa and Melissa Sears, both enrolled at Simmons College for a Master’s in Library Science. Mr. Cruz asked the Board for a motion in accepting the recommendations of the Committee to award this year’s scholarship totaling \$2,500 divided equally to each candidate. Ms. Fraga made a motion to accept the recommendation; seconded by Ms. Rogers. Motion passed unanimously.

Ms. Fraga noted that the Barnet certificate of deposit is to be used towards potential scholarship awards. The Board suggested if interest was less than \$100 to leave

and roll back into the certificate of deposit and if it is \$100 or more to withdraw and use towards potential scholarship. Ms. Fraga asked for a motion. Mr. Cruz made a motion that if it is less than \$100 to keep the funds in the CD and if more than \$100, to withdraw it and use it towards the scholarship award; it was seconded by Mrs. Blake, all approved.

8. Security: Nothing to report.

The Committee reports were unanimously approved.

OLD BUSINESS

Ms. Melo provided the Board with a copy of the LSTA grant which was submitted to the Board of Library Commissioners for the development of a *CreateLab* at the Main library. It will be a self-service area with multi-media stations where patrons can equally access and explore devices and formats. It will house a range of equipment allowing them to create, digitize or preserve personal items, provide tools to scan and record oral histories, while fostering digital literacy skills. Patrons will also be able to participate in technology based activities not provided through other community organizations. It will appeal to families, artists, hobbyist, makers and entrepreneurs. The *CreateLab* will offer a 21st century experience at the Main library.

The Viva Portugal event will be held on Saturday, May 4th. The Casa branch library will be closed so that all staff will participate/work at the event which will be held from 11 – 7 p.m.

NEW BUSINESS

Ms. Melo brought to the Board's attention the possibility of having to adjust the Casa da Saudade hours for the months of July and August while the Branch Manager is on maternity leave. With the 2 part-time vacancies at the branches, one full-time and one professional vacancy at Main combined with a possible long-term absence due to illness at Main, it will be difficult to maintain appropriate levels of staffing across the five locations. July and August are also the time when most employees take their approved vacations.

Some discussion was held regarding the Director's recommendation to adjust the schedule with the day of closure under consideration being Saturdays. Discussion tabled and to be continued at the next meeting.

NEXT MEETING:

Regular meeting: Tuesday, May 28, 2019 at 3:30pm at the Howland Green Library.

Meeting adjourned at 5:05 pm.

Clerk,

Lee Blake