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## **Minutes of the Board of Library Trustees**

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The Board of Library Trustees met on June 25, 2019, 3:30 PM  
in the meeting room of the Lawler Library

**Present:** Diana Henry, Vice-Chair  
Carl J. Cruz  
Elsie R. Fraga  
Helen Rogers  
Kimberly S. Ferreira  
Ann R. O'Leary

Olivia Melo, Director  
Carmen Brodeur, Account Clerk

**Excused:** Very Rev. Constantine S. Bebis  
Father Kevin Harrington  
Lee Blake

**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 May Trustees' meeting; it was seconded by Mrs. Fraga, and unanimously approved.

### **FRIENDS REPORT**

Ms. Melo reported on behalf of the Friends. The June 3<sup>rd</sup> meeting was held with only two of the five in attendance. Treasurer Louise Wheeler was not in attendance to present the financials. Discussion of the 501c3 status was tabled until the Ms. Vasques, who is managing the status, returns to the Board. She is currently on maternity leave from her job and her volunteer affiliations. Kimberly Ferreira, will be attending the meetings as Trustee liaison when they resume in September.

### **STAFF REPORTS**

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

Mr. Cruz expressed his pleasure at reading that the 2018 Yeager Scholarship recipient, Ms. Bethany Coito, had graduated from Clarion University and received her MLS degree. Joseph Fernandes, a recipient of the same scholarship graduated from Simmons with an MLS degree in January. He asked Ms. Melo to post the information on social media in recognition of the Yeager Scholarship, the Committee and the student's achievements.

Ms. Fraga asked Ms. Melo for an update on the removal of the panels from the Howland Green library windows in the children's area. Ms. Melo replied that it is still pending.

Ms. Henry asked for a status update of the security cameras at the Casa branch. Ms Melo explained that the security cameras inside the branch were purchased through Amazon several years ago and the exterior camera was handled by DFFM. A suggestion had been made by the branch manager to purchase an additional camera to install in the foyer (above the library door). The cameras have been discontinued by the vendor. DFFM is aware of the need to install exterior cameras at the Sister Avelar building and a work order has been put in the queue.

Mr. Cruz asked if the Howland-Green public restrooms were still kept locked. Ms. Melo explained that they are locked but that patrons can ask a staff member for the key to use the restrooms. Ms. Melo added that security cameras will be installed soon by Clear Sound Technologies at the branch and this should assist with the inappropriate behavior at this branch.

Ms. Henry asked for clarification on the branch visitor log sheet attached to Ramon Bermudez's report. Ms. Melo explained that Ray will travel during his shift between the Main and Howland-Green branch for security visits. He has agreed to the proposal and will be using his personal vehicle as needed to mitigate the inappropriate use of the restrooms at the branch. He was asked to develop a log to record the mileage accumulated so he can be reimbursed on a monthly basis. This will begin in July and Sate Aid grant funds will be used to cover this additional and non-appropriated expense.

Mr. Cruz noted that the Lawler linoleum floors will need to be replaced at some point but are not currently a major concern. He has been to visit the branch to evaluate, as has Ann O'Leary and both agree it's not a priority at this time.

The staff reports were unanimously approved.

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

## **DIRECTOR'S REPORT**

Ms. Melo reported the following –

- Reviewed with Jodi Goodman, Head of Special Collections 34 applications for the Art Curator vacancy. Eight applicants were selected for a phone interview and from there, 5 applicants were interviewed in person during the month of June. From those 5 applicants, three candidates were chosen to be interviewed by the Personnel Committee.
- Interviewed applicants for the vacancies at the Howland-Green and Lawler libraries for the Library Assistant I- part-time.
- This is the 3<sup>rd</sup> year that the New Bedford library will be participating in the National Book Foundation's *Book Rich Environment Initiative* to distribute over 5,000 books to children living in public housing or in underserved areas in the city. The bookmobile and the staff from the children's room will be on site to help promote summer reading programs offered at all libraries. The events will be held on the last Thursday of June, July & August, in the evenings from 6-7:30 pm.

- Attended pin ceremony to recognize staff who have worked for the city for 5-50 years of service. Library employees that attended this year pin ceremony were Pauline Robillard (35 years) and Beverly Gracia (50 years).
- Attended meeting at the Zeiterion to wrap up the Viva Portugal event where it was announced that this year would be the last event.

The Director's report was unanimously approved.

## COMMITTEE REPORTS

1. **Art:** Ms. Melo - City Council has placed NO FURTHER ACTION on the request for value of art held at the library. An inventory binder of Art & Objects was provided to City Council and the insurance binder is available for review in Administration.
2. **Building:** Ms. O'Leary, Chair – Ms. Melo reported that the bookmobile (branch on wheels) continues to have issues with the generator and it's currently at the city garage to determine if the generator can be fixed. Ms. Melo has met with Mark Champagne of DFFM and discussed the possibility of a replacement vehicle to be used as a mobile library. Mr. Champagne will review with Steven Koczera, City Garage Manager.
3. **Finance:** Ms. Fraga, Chair – The nine library certificates of deposit have matured and were rolled over for another year. The interest received from the donation certificate of deposit was deposited into the donation account that is managed by the city. Ms. Fraga reported that \$10,000 was withdrawn from the donation account which is managed by the city and it was invested in a certificate of deposit labeled *Bookmobile* fund for the benefit of the library and only to be used for the bookmobile.
4. **Gifts:** Father Harrington, Chair – Mr. Cruz donated three copies of the book *Becoming* by Michele Obama to assist in fulfilling the long list of holds for New Bedford patrons.
5. **Personnel:** Ms. Rogers, Chair – There are currently two Lib. Asst. I- part-time positions available and two full-time employees are on a leave of absence (one on medical leave and another on maternity leave). This is a challenge for the Director, but she has managed nicely. Ms. Rogers also said that the Personnel Committee met on June 20<sup>th</sup> to interview the three finalists chosen by the Director and Head of Special Collections. The Personnel Committee did not reach a decision and asked all three candidates to supply the Director with samples of their grant writing skills and any other materials they had developed which would align with curatorial work. A meeting will be scheduled with the Personnel Committee to review the writing samples and any other information from the candidates and a decision will be made and brought to the Board by the next meeting in July.
6. **Policy:** Ms. Blake, Chair – A Policy meeting will be scheduled.
7. **Scholarships:** Mr. Cruz, Chair –Nothing to report.
8. **Security:** See above.

Mr. Cruz made a motion to accept the committee reports; it was seconded by Ms. Fraga, and unanimously approved.

### **OLD BUSINESS**

A request to transfer the \$8,000 from the FY19 budget to the FY20 Capital Outlay was submitted to the CFO's office. These were the funds transferred from Wage & Salaries to cover the cost of installing additional security cameras at branch libraries.

The summer Bookmobile schedule was distributed to the Board. New stops include Noah's Playground, New Bedford Airport, and Pier 3. Schedule runs July 8 – August 23, 2019.

Mr. Cruz made a motion to support the request of Howland-Green branch manager, Chelsea Hester, to request DFFM to remove the boarding from the windows in the children's area; seconded by Mrs. Rogers; unanimously approved.

### **NEW BUSINESS**

National Book Foundation has selected New Bedford to be 1 of 5 in a pilot program to bring National Book Award winners to public libraries. The event to be held at the Main Library is tentatively scheduled for August. Programming this summer has included a NASA Astronaut to kick-off the Summer Reading, followed by the NBF author series and finalized with a concert in partnership with the New Bedford Art Museum/Artworks! Harry and the Potters are a nationally touring rock band whose songs focus on reading and of course, Harry Potter mania.

An \$8,000 grant from the United Way Grant for the *Libraries at Laundromat* project was awarded to the Library to be used July 1 – June 30, 2020. The grant will cover the expense of supplies and a Youth Services Intern to do programming at the Laundromat as well as to maintain the book shelves. The United Way will conduct book drives to keep shelves filled.

### **COMMUNICATION**

Ms. Melo nominated Amy Ferguson, Reference Librarian, for the New Bedford Way Award. The call went out from the office of the Mayor for every department to nominate one employee who exemplified the Statement of Values noted in the New Bedford Way Statement. Ms. Ferguson was selected this year as she has gone the extra mile by volunteering/working extra hours, including 9-9 shifts to insure there would be full coverage at the reference desk.

Ms. Arsenault said the Mayor has outlined six principles he refers as the New Bedford Way and asks for nominations as way to recognize city employees and to them for their efforts. A decision has not yet been made on when a recognition ceremony will be held.

### **NEXT MEETING:**

Regular meeting: Tuesday, July 30, 2019 at 3:30pm at the Wilks Library.

Meeting adjourned at 4:34 pm.

Clerk,  
*Lee Blake*