



Board of Library Trustees

October 30, 2013 – 3:30 p.m. – **Minutes**
New Bedford Main Public Library, 613 Pleasant Street

The Board of Library Trustees met on October 30, 2013, 3:30 PM,
in the Trustees Room of the Main Library.

Present: Carl Cruz, Vice-Chair
The Very Reverend Father Constantine Bebis
Elsie Fraga
Lee Blake
Dr. John Fletcher
Helen Rogers

Geoff Dickinson

Excused: Mayor Jon Mitchell
Dr. Joseph S. Silva, Jr.

Guests: Angela Natho and Sandra Vezina

Call to order: Mr. Cruz officially called the meeting to order at 3:42 PM.

Mr. Cruz made a motion to out of order on the agenda, Rev Bebis seconded and the motion passed unanimously.

Trustees were notified of the receipt of the resignation letter of Judy Downey, effective October 23, 2013 by Angela Natho. Mrs. Rogers moved to accept the resignation. The motion was seconded and passed unanimously.

Mr. Cruz made a motion to return to the regular agenda, Rev. Bebis seconded, motion passed unanimously.

Staff Reports:

Mrs. Rogers brought up concerns about the Bookmobile staff's desire to change the hours of operation to 8:30 to 4:30 to be available for the start of school. The current schedule is 9:00 to 5:00. It was decided this would not be a problem and Geoff Dickinson would notify them of the Trustee's approval.

Mrs. Rogers brought up the issue at Howland R\Green regarding the request for speed bumps in the drive way. Mr. Cruz will work with Geoff Dickinson and the branch Manager on the issue. It was notified from the report that a staff person was leaving the building and was nearly hit by a speeding car in the parking lot.

Many computers out at Wilks, Howland Green and Lawler was noted by Mr. Cruz. Geoff Dickinson informed the trustees that MIS has completed working on the 10 refurbished and 5 new computers for the libraries.

Geoff Dickinson is working with Maria Pina-Rocha on a schedule to move these computers to the branches and perform needed updates.

Mr. Cruz noted the request from the Art department. A donation was made by Keith Kauppila who will pay up to \$2000 to have the painting refurbished if the library allows it to be on exhibit at the Addison Gallery of American Art in Andover, MA. Mr. Cruz asked for a motion to have Mr. Kauppila make the donation to the Friends for the tax exemption. Rev. Bebis made the motion; it was seconded and approved unanimously.

Rev. Bebis brought up a concern regarding the staffing at the Casa da Saudade branch in light of the loss of staff. Mr. Cruz noted he is very impressed with the new furnishings at Casa.

Mrs. Blake brought up a point from the Art Department report. A grant from the National Historic Publications Record Commission was received and the Library was not mentioned in the grant at all. New Bedford Historical Society should have been asked for a letter. The Trustees will follow up with Janice Hodson on this issue.

Mrs. Blake noted from the Teen Services report the lack of attendance at Teen events. Very little press is going out. Geoff Dickinson informed the Trustees that Dale Easton was allowed to speak at the School Committee meeting and was provided access to the Middle School. This will allow him to go into the school to advertise events and recruit teens for the programs. Dr. Fletcher, who attended the meeting, agreed that Mr. Easton received very positive feedback from the schools.

Mr. Cruz pointed out to Mrs. Rogers and Mrs. Fraga, an issue from the Bookmobile report that they are concerned that they need more books. Also pointed out was the addition of the Rogers School to the schedule. The bookmobile will now be allowed to park on the grounds of the school.

Mrs. Rogers noted the need from Howland Green to have the Facilities department come to remove garbage from their basement. Geoff Dickinson will look into arranging Facilities to remove the unwanted material.

Mr. Cruz moved to accept the Department Reports. It was seconded and passed unanimously.

COMMITTEE REPORTS:

Rev. Bebis made a motion to accept committee reports, Dr. Silva seconded.

1. **Art:** Dr. Fletcher, Chair – Nothing new to report.
2. **Bookmobile:** Mrs. Rogers, Chair – The generator is now fixed and ready to go out on the road.
3. **Building:** Ms. Blake, Chair – Geoff Dickinson had reported the final bids for the elevator construction project were to be opened October 27. Mr. Dickinson will try to attend the bid meeting. A meeting will need to be scheduled with Mr. Blanchard to bring Mr. Dickinson up to speed on the project. Mrs. Blake agreed to assist Mr. Dickinson in following up on these meetings.
4. **Finance:** Mrs. Fraga, Chair – Mrs. Fraga noted a concern regarding the funds used to purchase books and the stipulations that may have been placed on the type of material to be purchased with the funds. The donor's wishes for the funds must be maintained. Some funds have no restrictions, but others do and those should be verified and maintained. Mrs. Fraga contacted Mr. Dickinson to ask if anyone was planning to attend Library Science school who could benefit from the fund left by Mrs. Barnet to assist these students. The Barnet fund stipulates all interest must be taken out with half for assisting library students and half for books. Mr. Cruz wants to meet with Carmen Brodeur, the book keeper, Geoff Dickinson and Mrs. Fraga to go over the budget. Rev. Bebis asked about the availability of funds from the Bebis Foundation. It is generating interest; however it is not to be used for two years.
5. **Gifts:** No Chair. Nothing to report. Mr. Cruz mentioned to Geoff Dickinson the importance of sending letters of thanks and recognition for all substantial donations. The Trustees also want a list of these donations.
6. **Personnel:** Mrs. Rogers, Chair – Committee met on October 10 at 3:30PM. The Committee recommends Geoff Dickinson be named Acting Library Director and Karen Stefanik to be Acting Head

of Branches. Rev. Bebis moved to accept the recommendations of the Personnel Committee. The motion was seconded and approved unanimously. The personnel committee has approved the job listing for the position of Library Director and it has been advertised. Listings have been placed online with the City as well as with the universities and the Library School. Mr. Cruz moved to begin advertising the Head of Branches position. It was seconded and passed unanimously.

Mr. Cruz also pointed out that Geoff Dickinson has instructed all staff to wear their staff IDs at all times. Those staff who do not have them will be given instruction on how to acquire a new ID. Mr. Dickinson supplied a list of all staff who do not have badges to the Trustees. Staff has been informed that last names can be blacked out to insure privacy.

Mr. Cruz also instructed Mr. Dickinson to instruct other male managers, being Paul Cyr and Dale Easton to wear ties to work as an example of professionalism. The trustees agreed to back Mr. Cruz on these instructions.

No smoking signage is difficult to see at the entrance to the library. Mr. Cruz will work with Mr. Dickinson to correct this problem.

7. **Policy:** Ms. Blake, Chair. Nothing to report. Mr. Cruz mentioned the desire of the Treasurer's Department to start collecting moneys from the Copy Machines and Microfilm Machines to ensure appropriate handling of the monies. The Treasurer's Department has selected Office Maguire to handle the collection of the money.

Mr. Cruz met with Office Maguire to ask about the No Loitering policy enacted by the Trustees. He was told by Office Maguire the difficulty in removing people from public property without due cause. A suggestion was made to Mr. Cruz to add a policy for the City Hall and the Library to ban all smoking on City Hall and Library premises. Angela Natho suggested Mr. Cruz bring this to the attention of the Chief of Prevention within the police department.

8. **Scholarship:** No Chair. Mr. Cruz wants greater follow-up on identifying applicants. Mrs. Fraga will assist in this. A discussion was made regarding the handling of the Yeager Scholarship fund as well as many other funds that are still coming in addressed to former Library Directors. Also discussed was the need to identify the banks responsible for handling all the funds and trusts.

9. **Security:** Dr. Silva, Chair. Nothing to report.

10. **Old Business:** None. Staff was instructed to provide a Wish List for their departments. The Trustees were asked to take the lists and prioritize items from these lists.

Mr. Cruz mentioned the need for the Trustees to be available to the staff in light of the events at the Library. Mr. Dickinson was instructed to have a staff meeting every month that Mr. Cruz would attend to maintain a relationship between the staff and the Trustees.

11. **New Business:** Mr. Cruz decided it would be in everyone's best interest to have an audit of the entire collection. He will work with SAILS and library staff on this so the public can be reassured that the materials we have purchased or have been donated are available. Mr. Cruz asked for a motion to support him in this work. Mrs. Rogers moved to support Mr. Cruz in this project. Rev. Bebis seconded. The motion passed unanimously.

12. **Communications:** None

13. **Other Business:** Rev. Bebis and Mr. Cruz both praised Janice Hodson, the Curator of Art on her work. Concerns regarding the archives were raised. Staffing and management of the areas within Special Collections will need to be rethought as staff members retire.

Mr. Cruz mentioned the importance to the trustees of their responsibility in selecting the new Director. 2 other part-time staff positions are currently being offered, a general library assistant and the Teen Services Assistant. Mrs. Natho mentioned she has been supplying Mr. Dickinson with applications submitted for these positions.

14. **Nominating Committee:** Rev. Bebis, Ms. Blake and Mrs. Fraga.

Next meeting: Tuesday, November 26th, 2013, 3:30 p.m. in the Trustees Room at the Main Library.

Mrs. Blake made a motion to adjourn, Rev. Bebis seconded, the motion passed unanimously.
Meeting adjourned at 4:30 p.m.

Respectfully submitted,