



Board of Library Trustees

January 14, 2014 – 3:30 p.m. – **Minutes**
New Bedford Main Public Library, 613 Pleasant Street

The Board of Library Trustees met on January 14, 2014, 3:30 PM,
in the Trustees Room of the Main Library.

Present: Carl Cruz, Vice-Chair
The Very Reverend Father Constantine Bebis
Elsie R. Fraga
Helen Rogers
Dr. John Fletcher
Dr. Joseph S. Silva, Jr.
Father Kevin Harrington
Diana Henry
Geoffrey Dickinson, Acting Director
Karen Stefanik, Acting Head of Branch Services

Excused: Mayor Jon Mitchell
Lee Blake

Called to order: Mr. Cruz called the meeting to order at 3:34pm.

Dr. Fletcher made a motion to approve the November minutes; it was seconded by Dr. Silva and passed unanimously.

Mr. Cruz welcomed the two new Board of Trustee members, Father Harrington and Ms. Henry, and invited them to say a few words.

Dale Easton, the Teen Services Coordinator, was present to introduce the new Assistant Teen Services Coordinator, Jessica Rivera. Ms. Rivera and Mr. Easton have been working together to plan teen programs through June, and plan to visit the schools to make sure the teens are aware of the services offered by the Teen Rooms at Howland-Green and Lawler. Each month has a theme, and activities built around that theme. Rev. Bebis inquired about discipline problems at the Teen Rooms. Mr. Easton replied that there had been some, for example, the couch in the Teen Room at Howland-Green Library has been broken, possibly from teens jumping on it. Mr. Cruz said the Library should look into teen-friendly furniture, and Mr. Easton has already been looking into bean bag chairs. Items have also been stolen from Teen Rooms. Ms. Rogers wondered if there could be more oversight in the rooms. It is difficult to do with limited staff; Mr. Cruz suggested enlisting the parents of teens to be more involved. Mr. Easton also said that some of Ms. Rivera's working hours will be spent in the Teen Rooms. Any problems with the Teen Rooms should be put in Mr. Easton's report, as well as reported to the branch managers.

Dr. Silva made a motion to move on to the reports and it was seconded by Rev. Bebis.

Mrs. Rogers asked about the security camera licenses at the Main Library; Mr. Dickinson stated that the company realized they were at fault and the library did not have to pay for any additional licenses. The elevator camera just stopped working on January 13.

Mrs. Rogers asked about the issue of the study rooms at Main – they are unsupervised, and some people are clearly eating and drinking there. The rooms are not in sight of the Reference Desk staff, however the doors remain locked and the public have to sign up to use the rooms at the Desk. Mr. Cruz suggested that users should need to leave their library cards at the desk, and then retrieve the card when they are done with the room. This way, staff might be able to keep better track of who abuses the room. A debate was had over whether a library card should be used versus a license/I.D. or keys. The problem with requiring a library card is that there are out-of-town researchers who would not be eligible for a card, but who want to use the room. Rev. Harris was concerned about legality issues with taking keys. Keys, I.D.s or other items are often left at the desk to borrow headphones. Mr. Cruz suggested that there should be a list of acceptable items, and if the patron does not have one of those items, they cannot use the room. Mr. Cruz inquired if there was a policy on the usage time of the room; Mr. Dickinson replied that there is and that patrons are allowed to use the room for 2 hours at a time and can stay longer if no one else needs the room. Mr. Cruz asked Mr. Dickinson to speak to the other staff to come up with suggestions about limiting the time patrons are allowed to use the room. Mr. Cruz also asked that the “No food or drink allowed” signs be posted inside the room (they are already posted on the door).

The Art Room will soon be shut down to be scraped and repainted. There is no date yet for the Children’s Room.

Mrs. Rogers asked about the heat at Howland-Green and the outside lights at Lawler. Ms. Stefanik replied that the heat at Howland-Green has been mostly fixed, but the outside lights at Lawler have not yet been adjusted to turn on at the correct time. Mrs. Rogers asked about the new hours for Bookmobile staff. Ms. Stefanik replied that the staff had started the new hours; however the Bookmobile was off the road due to a broken emergency brake. Mr. Dickinson is making a list of building issues to send to DPF, including the tree in the Wilks parking lot and the speed bumps at Howland-Green. Mr. Dickinson said that MIS has been to the Main Library to look at configuring the computers. Once MIS has a system for upgrading and configuring the computers at Main, they will go in turn to each branch.

The branch reports were accepted unanimously.

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – Nothing to report other than Janice Hodson moving items in the Art Room to prepare it to be scraped and painted. Only Ms. Hodson and Mr. Dickinson should have keys to the art room. The Beirstadt frame is still out being repaired.
- 2. Bookmobile:** Mrs. Rogers, Chair – Bookmobile is off the road due to the faulty emergency break. The garage is still waiting for a part.
- 3. Building:** Ms. Blake, Chair – Ms. Blake was not present. Mr. Dickinson mentioned that he and Ms. Stefanik will attend a meeting at the Casa da Saudade Library about the elevator project.
- 4. Finance Committee:** Mrs. Fraga, Chair – Some of the funds have been transferred to Baycoast Bank. Other funds, due to the terms of the trust, have not been transferred. Mrs. Fraga has been trying to track down the location of the Yaeger fund. The new trustees will get copies of the investments. While the Trustees do not control the investment of the funds, they do control some of the funds that are certificates of deposit. Mr. Cruz suggested that the Friends of the New Bedford Library should see how to be included as a possible charity to donate to in lieu of flowers at a funeral home.
- 5. Gifts and Scholarships:** The chairs on these committees are currently empty. Mr. Cruz asked Father Harrington to be the chair of the Gifts Committee, and Ms. Henry to be the chair of the Scholarships

Committee.

6. **Personnel:** Mrs. Rogers, Chair – The search for the director and the head of branches positions are still ongoing. Mrs. Rogers inquired about the status of the 12-hour positions. The 12-hour position at Howland-Green has been filled; the Casa da Saudade Library Assistant position needs to be advertised. The Lawler position is in question as it would need to be created.
7. **Policy Committee:** Ms. Blake, Chair. Ms. Blake was not present. Mr. Cruz wondered if any of the new trustees would like to be on the Policy Committee as well. Mr. Harrington volunteered to be on the Policy Committee.
8. **Security:** Dr. Silva, Chair – Dr. Silva discussed getting an inexpensive camera system. One source is a Web site (dropcam.com) that offers inexpensive cameras (approximately \$150 – \$200/camera) plus an optional recording service. The priority would be to get cameras in the Teen Rooms. Mr. Cruz would meet with Mrs. Fraga and Mr. Dickinson to see how much many is available to spend on camera, then decide about the next step at the next meeting. Mrs. Fraga suggested that the Mayor should be made aware of the security issues.
9. **Director's Report:** Rev. Bebis moved to accept the Director's report, it was seconded by Dr. Silva and it was unanimously approved. Mr. Dickinson went over the book fund designations, and some of the more specific funds have not been used. Mr. Dickinson will consult with the Bookkeeper to see how much money is available in these funds. Mr. Dickinson had contacted the City Solicitor's office regarding patrons owing more than \$500 in lost items. The City can begin the collections process on those patrons, as long as the Library is willing to settle for what can be collected from those patrons. The City is looking into contracting with a collections service.

Old Business:

Nothing to report.

New Business:

Father Harrington would like to invite Marcia Faucher, the former principal of Carlos Pacheco, to speak briefly to the Trustees about her experience in fostering a relationship between schools and the library. Father Harrington will ask her to come to the next meeting.

Father Harrington mentioned a YouTube video by Allen Hemmingway, interviewing Janice Hodson and Paul Cyr. He felt this should be shared with a larger audience.

Father Harrington noted that a 2010 version of the World Book Encyclopedia was being sold in the Library book sale for \$5. He suggested that rather than selling the older sets so cheaply in the book sale, they should be given to a library that might not be able to afford these sets.

Other Business:

Mr. Cruz asked Diana Henry about some of the Friends activities. She mentioned some of the upcoming fundraising events.

Next Meeting:

Tuesday, January 28 at 3:30pm.

Rev. Bebis made a motion to adjourn, it was seconded by Dr. Silva, and passed unanimously.

Meeting adjourned at 5:00 p.m.