



## ***Board of Library Trustees***

February 25, 2014 – 3:30 p.m. – **Minutes**  
New Bedford Main Public Library, 613 Pleasant Street

The Board of Library Trustees met on February 25 2014, 3:30 PM,  
in the Trustees Room of the Main Library.

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

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

**Called to order:** Mr. Cruz called the meeting to order at 3:41pm.

The Trustees review the February report of the Friends of the New Bedford Free Public Library. The president of the Friends, Joan Halter, was present. The Friends had their second musical fundraiser. It was not as well-attended as the first one, but was very well done, and the Friends made about \$250. The next fundraiser, featuring blues music, will be in March and is already filling up. The Friends might need to change the venue if they sell many tickets. The Friends are still working on a theme for the major fundraiser in May, but it will coincide with the coming of the *Morgan*.

Ms. Blake noted that the New Bedford Education Foundation will accept applications for mini-grants in the next week, and the library should apply. World Book Day is in April, and might be an opportunity for the Friends to hold an event. Ms. Blake will let Ms. Halter know the date.

Ms. Blake made a motion to accept the Friends' report, it was seconded by Rev. Bebis and unanimously approved.

### **STAFF REPORTS**

Dr. Fletcher made a motion to accept the staff reports, Ms. Blake seconded, and the motion passed unanimously.

Dr. Fletcher was concerned about Howland-Green's report that the custodian did not get a chance to do much cleaning at that location. Due to staffing shortages, the custodian at that location has approximately 8 buildings to clean. The city is in the process of hiring another custodian.

Ms. Rogers asked about the copier key at Lawler. Mr. Dickinson replied that all the copier money keys were taken by the city. This makes it difficult when repairs are needed, as then the library coordinate with both the repairman and the city. Mr. Cruz hope that maybe the new director might be able to negotiate getting those keys back.

Mrs. Fraga inquired if the lights on the Lawler sidewalk had been fixed, and Mr. Cruz noted that they had. The temperature in the Teen Room at Howland-Green is still cold though, and Mr. Dickinson said that DFFM plans to send Advanced Air to the library to look at the problem. Mr. Dickinson has contacted DPI

about getting speed bumps in the Howland-Green parking lot, but has not heard back from the person in charge of that.

Dr. Fletcher stated that the library should make sure Mayor Mitchell sees these reports, and the problems that the library has. Mr. Cruz said he and Mr. Dickinson have already been in contact with the Mayor's aide to make an appointment.

Mr. Cruz noted that the painting at the Main Library is going very slowly. Mr. Dickinson said that city employees had just taken a sample out of the Art Room that day for lead-paint testing. Mr. Henry asked about the time frame for the painting. Once the process begins, it should not take very long, but right now there is not enough maintenance staff available. Ms. Blake volunteered to write a letter to the Mayor to inform him of the library's situation. She suggested that the Friends might also want to write a letter, as their May fundraiser will be affected if the painting is not completed by then.

Mr. Dickinson said that MIS would be fixing and installing computers at Howland-Green tomorrow – bringing back the repaired Teen Room computers, installing new PCs, and upgrading the older computers with Windows 7. MIS would then focus on fixing Lawler's computers.

Mr. Cruz expressed concern over the high amount of bills on Howland-Green patrons – more than \$1000 per month. Now patrons in transitional housing have restricted cards – allowed fewer overdue items and they must get their card renewed every two months. Hopefully, this will help cut down on some of the bills.

Mr. Cruz wondered how the Trustees should read some of the statistics in the monthly report. Mr. Dickinson said to watch for falling numbers, and that the Technical Services report shows what has been ordered and catalogued.

The staff reports were approved unanimously.

## COMMITTEE REPORTS

1. **Art:** Dr. Fletcher, Chair – Items in the Art Room have been moved out, except for the large map cases, to prepare the room to be painted.
2. **Bookmobile:** Mrs. Rogers, Chair – Nothing to report.
3. **Building:** Ms. Blake, Chair – Nothing to report.
4. **Finance Committee:** Mrs. Fraga, Chair – Mrs. Fraga noted that the Rev. Bebis certificate had been rolled over for two more years, and the interest would be used to enhance the genealogy collection.
5. **Gifts:** Father Harrington, Chair – Mr. Dickinson will write a thank-you note to the donator of the Frank B. Shea work.
6. **Personnel:** Mrs. Rogers, Chair – Nothing to report.
7. **Policy:** Ms. Blake, Chair. Nothing to report.
8. **Scholarships:** The Yaeger fund is at the Bank of America.
9. **Security:** Dr. Silva, Chair (absent) – Nothing to report.
10. **Director's Report:** Dr. Fletcher moved to accept the Director's report and it was seconded by Mrs. Fraga. Mr. Dickinson noted the restriction on patrons in transitional housing, which will hopefully limit some of the library's losses. The City Solicitor is still looking into a collection agency. The library has a list of contacts at the transitional housing locations, and can ask them to be aware of library items that are left behind when someone moves out. Ms. Rogers asked about the role that SAILS plays in this process, and Mr. Dickinson replied that they don't really have a role in this beyond having access to the records.

Mr. Dickinson had received an inquiry from the state grant administrator, who had been trying to contact the previous director for an update on the Casa elevator project. Mr. Dickinson will draft an official report, and request an extension of the grant, which expires on June 30<sup>th</sup>.

The library is raffling off an iPad. The money will go to the Friends in order to support teen programs.

The library's ALA membership had lapsed. As there is money in the budget for it, Mr. Dickinson applied to have it reinstated.

Lawler branch manager Dolores Henry is retiring in April. Mr. Dickinson was not sure when that position would be able to be filled. Mr. Cyr is on leave until April, but Janice Hodson and Joan Barney are working together to keep the genealogy room open its normal hours.

Mr. Dickinson will look into less expensive security camera systems for the branches.

Mr. Dickinson had been told that the library would be level funded for FY 15, and he was in the process of working on the budget. Mr. Cruz wondered if preventive building maintenance could get on the radar of the Mayor.

The Director's Report was approved unanimously.

### **Old Business:**

Mrs. Fraga said that there was about \$3000 in interest that be used immediately for items needed by the library. The city has a donations account, and Mrs. Fraga was in the process of checking to see how much of that the library is able to use.

Mrs. Rogers wondered if money could be put into a money market instead of a CD. Mr. Cruz said that the Finance Committee would discuss this option.

Mrs. Rogers made a motion to move \$5000 from the Wilks fund for security issues. This was seconded by Rev. Bebis and passed unanimously.

Mr. Cruz asked Ms. Stefanik to get an estimate for putting locks on the money drawers at the branches.

Mr. Cruz was pleased that he went to Lawler and was told that he would not be allowed to use the computers at the Teen Room after 2pm.

Fr. Harrington said that he the donated Frank B. Shea work had been delivered, and that he would show it to the Trustees at the next meeting.

### **New Business:**

Dr. Fletcher made a motion to give Dolores Henry whaleman statue bookends upon her retirement. Rev. Bebis seconded and passed unanimously.

### **Other Business:**

Dr. Fletcher commended Mr. Cruz, Mr. Dickinson and Ms. Stefanik for keeping the library running smoothly. This was seconded by Ms. Blake and all the Trustees agreed.

Ms. Blake mentioned that the New Bedford Historical Society had donated 10,000 Black History Month bookmarks to the libraries.

### **Next Meeting:**

Tuesday, March 25 at 3:30pm.

Rev. Bebis made a motion to adjourn and it passed unanimously.

Meeting adjourned at 5:26 p.m.