



Board of Library Trustees

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

The Board of Library Trustees met on March 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
Dr. Silva
Geoffrey Dickinson, Acting Director

Excused: Mayor Jon Mitchell

Called to order: Mr. Cruz called the meeting to order at 3:37pm.

Dr. Fletcher made a motion to approve the February Trustee meeting minutes, it was seconded by Rev. Bebis, and unanimously approved.

Joan Halter from the Friends of the New Bedford Free Public Library was invited to give her report first. The Friends will give a small fundraising reception to welcome back the Bierstadt paintings, probably in early August. The curator who restored the paintings will give a lecture and some rare books and travel posters will be on display. Mr. Cruz approved this idea and wants to make sure that the donators are invited and acknowledged. There was discussion as to whether a Friday or Thursday evening would be better. The final musical fundraiser, an afternoon of blues, was the most musical afternoon yet. Ms. Halter plans to apply for a grant to establish “Little Free Libraries” in a two of locations in the city. These libraries are small shelves with non-library books that people take and bring back. These books would be located in a community center that might not be within walking distance on a library. The books could come from the library’s donated books. Ms. Blake mentioned that the New Bedford Education Foundation has an RFP for grants for summer, with a due date of April 25. Rev. Bebis made a motion to accept the Friends’ report, it was seconded by Mrs. Fraga and unanimously accepted.

Two long-time staff members are retiring effective April 5: Dolores Henry and Paul Cyr. Mr. Cruz and the Trustees thanked them for their service and presented them with whaleman statue book ends. Both Ms. Henry and Mr. Cyr received New Bedford City Resolutions congratulating and thanking them for their years of public service.

STAFF REPORTS

Rev. Bebis made a motion to accept the staff reports, Mrs. Fraga seconded, and the motion passed unanimously.

Rev. Bebis asked about the elevator progress at the Casa da Saudade Library. Mr. Dickinson replied that he had just heard from the architect that the project was being pushed back a couple of weeks while

measurements were being taken for the elevator car. Mr. Cruz requested that the donor of the Frank B. Shea painting be listed as anonymous in the Special Collections report. Mrs. Fraga asked if Wilks wanted special computer chairs, or would any chairs do. Mr. Dickinson would ask Ms. Stefanik which kind. Mrs. Rogers also asked if the City would be able to make computer tables. Mr. Cruz said there might be some funds available to buy computer tables. Mr. Cruz wanted to see if there was enough money to buy a scanner for Janice Hodson for the Art Room. Mr. Dickinson thought there would be funds available for that. Mrs. Fraga made a motion to buy the scanner if there are enough funds, Rev. Bebis seconded, and it was approved unanimously.

Dr. Silva asked about the custodian at Howland-Green, who had seven buildings to cover. However, there is a new custodian who is only responsible for 3 buildings. Mrs. Rogers commended Howland-Green manager Kathleen Vernon for her outreach to the local community. Mr. Cruz also mentioned how Teen Coordinator Dale Easton was visiting local schools to reach out to the teens. Father Harrington expressed concern that Normandin and Roosevelt Middle Schools had not responded to Mr. Easton's outreach efforts. Can the library put a display up at the schools to advertise Teen Room services? Dr. Fletcher stated that it is very difficult to gain access to the schools, and he would approach the principal at Roosevelt on this subject. Ms. Blake noted that whenever there is new management at a school, outreach starts from scratch. Father Harrington said that community outreach is important to convey the importance and vitality of the library. Mr. Cruz suggested inviting the superintendent to a meeting, and said that he would work on that. Rev. Bebis made this motion; it was seconded by Dr. Fletcher, and passed unanimously.

Rev. Bebis asked about the progress on the security cameras. Mr. Dickinson will order the system this month, and will contact the city electrician about getting them installed once they arrive. Mrs. Fraga asked about the personal belongings of the former branch manager at the Casa da Saudade Library. Mr. Cruz responded that the items had been boxed up, and arrangements will be made for the former manager to pick those items up.

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – The Whaling Museum requested a document from Special Collections. Mrs. Fraga made a motion to approve this request; it was seconded by Rev. Bebis and unanimously approved.
- 2. Bookmobile:** Mrs. Rogers, Chair – In mid-March, the Bookmobile will begin visiting the projects at night. Mr. Cruz expressed concern that the Bookmobile fundraisers conflict with the Friends' fundraisers, and that the Trustees are not informed about the Bookmobile fundraisers or their results. The Library is not involved in the planning of the Bookmobile fundraisers, but Mr. Cruz will pass along this concern to the Mayor.
- 3. Building:** Ms. Blake, Chair – Mr. Dickinson reiterated that there is a small delay in the Casa da Saudade elevator construction.
- 4. Finance Committee:** Mrs. Fraga, Chair – Mrs. Fraga is still waiting to hear about how much interest is available from the funds that the city invests.
- 5. Gifts:** Father Harrington, Chair – The New Bedford Historical Society provided bookmarks to the Library. There was also a donation of a genealogy book. Father Harrington found a Moby-Dick game that he will give one for the Teen rooms at Howland Green and Lawler branches, and he is giving *The History of New Bedford and Its Vicinity, 1602 – 1892* to the Casa da Saudade Library. Father Harrington would like a book plate honoring his brother, Barry J. Harrington. Mrs. Fraga made the motion to accept these gifts, Rev. Bebis seconded, and it was unanimously approved. The gifts that were in the reports were also accepted.
- 6. Personnel:** Mrs. Rogers, Chair – The committee is in the process of interviewing the manager for the Casa da Saudade Library, and keeping candidates in mind for the future opening at the Lawler Library.

Dr. Fletcher noted that as of April 7, the Library will be missing half of its professional staff.

7. **Policy:** Ms. Blake, Chair. Nothing to report.
8. **Scholarships:** Mr. Dickinson noted that the Library received a letter from the bank managing the Yaeger fund stating how much was available. The Trustees will get a copy of this letter. A notice will be sent to the newspaper inviting applicants for this scholarship. Money is also available from the Barnet fund for current staff members.
9. **Security:** Dr. Silva, Chair – Mr. Dickinson will be purchasing camera systems for the branches. Mr. Cruz said that Dr. Silva will be leaving the Board of Trustees, choosing not to be reappointed when his term ends in April. Jill Horton-Sims will be nominated to be a Trustee on Thursday, but it is uncertain how long it will take for this appointment to go through.
10. **Director's Report:** A motion was made to accept the Director's report; it was seconded, and passed unanimously. Mr. Dickinson has been working on the budget for FY 15. The Mayor is envisioning a new vision of New Bedford, "The New Bedford Way," featuring accountability, innovation and teamwork. Customer service a major focus for the Mayor. Each department heads have to submit a budget narrative along with a budget. This narrative will give the City Council a better idea of what each department does and the services it provides. The Library might want to develop a more far-reaching mission statement. The Library provided a narrative of its different departments and its goals for FY 15. The Library already had some of this information due to the ARIS report. As of now, the Library is level-funded, and Mr. Dickinson has a budget meeting on April 8. Mr. Dickinson is hoping to be able to purchase theft-deterrent devices for the branches in FY 15. Mr. Cruz would like to have a second Trustees meeting before April 8 to discuss the budget in depth. This meeting is set for Thursday, April 3 at 2:30pm. The Trustees will get a copy of budget information before that meeting.

Mr. Dickinson passed along some of his book ordering duties to Ms. Stefanik and Joseph Fernandes. Mr. Dickinson is working on the elevator grant extension. The Big Read was a success despite the poor weather throughout the process. The Wareham Library is on the verge of being decertified, but is appealing the decision. If they are decertified, the New Bedford libraries, as part of the SAILS network will not serve them or their patrons.

The iPad Air auction made just under \$300 dollars for teen services.

As of April 7, the Library will be down half of its professional staff. Mr. Dickinson went over the personnel budget with the city CFO and found there is enough money in the personnel budget to hire managers immediately. The April 3 Trustees will discuss the staffing issue as well as budget.

MIS has fixed and/or replaced all the libraries' computers. MIS will get a dedicated server for the Casa da Saudade Library. MIS will upgrade the computers at the libraries to Windows 7.

The painting in the Art Room is in process. There was no lead paint in the Art Room.

Howland-Green still has a big problem with the teens. Along with misbehaving, some teens threaten the staff. The Library's Appropriate Use Policy already has the consequences of expulsion from the Library for a period of time, whether it is a day, a week or longer. Mr. Dickinson asked for the Trustees' permission to start enforcing this policy. Mr. Cruz stated that a patron should not be expelled for a year immediately, to which Mr. Dickinson agreed. If a patron refused to leave the library, the police would have to be called. Mr. Cruz suggested that if teens are trashing the Teen Room, they should have to show their cards. When confronting teens, staff is afraid of retaliation, on themselves or their cars. Mr. Cruz wondered if the city offers any training for staff in dealing with unruly teens. Mrs. Rogers

suggested getting a police officer to come to the library around the time that the teens come. Mr. Cruz said this request should be done in writing, and carbon copied to the Mayor.

Next Meeting:

Regular meeting: Tuesday, April 28 at 3:30pm.

Father Harrington made a motion to adjourn and it passed unanimously.

Meeting adjourned.