



Board of Library Trustees

April 29, 2014 – 3:30 p.m. – **Minutes**
New Bedford Main Public Library, 613 Pleasant Street

The Board of Library Trustees met on April 29, 2014, 3:30 PM,
in the Trustees Room of the Main Library.

Present: Carl Cruz, Vice-Chair
Elsie R. Fraga
Helen Rogers
Dr. Joseph Silva
Dr. John Fletcher
Diana Henry
Rev. Kevin Harrington
Geoffrey Dickinson, Acting Director
Karen Stefanik, Acting Branch Head

Excused: Mayor Jon Mitchell
The Very Reverend Father Constantine Bebis
Lee Blake

Called to order: Mr. Cruz called the meeting to order at 3:32pm.

Joan Halter, President of the Friends of the New Bedford Free Public Library, was invited to give her report first. The musical benefits were overall very successful. With the help of Dale Easton and Karen Stefanik, the Friends submitted a grant request to the New Bedford Education Foundation for a teen program at each library on building robots. This would fit into the science theme of the Summer Reading Program. The Friends also submitted grant proposals to the United Way and Citiworks for Little Free Libraries. These would be small collections of books kept in various locations around town for people to take and bring back books. Two locations would be in the north end and two in the south end. The Little Free Libraries would be at secure locations such as fire stations or police stations, which are open and staffed all day and night. The Friends will plan a celebration when they open. The Friends also received a grant from the Cultural Council to have a Symphony Tales program, and Joan will contact the Council about that grant to set the program in motion.

The Friends are also looking for higher quality tote bags to sell. They are planning to “Welcome Back” party for the Bierstadt paintings when they return to the library.

Ms. Henry inquired if any money had been received from Lorraine Telo, who organized fundraisers for the Bookmobile to make its evening stops during the school year. No money had been received at that time.

Dr. Silva made a motion to accept the Friends’ report, it was seconded by Ms. Henry, and unanimously approved.

Dr. Silva made a motion to accept the March Trustees’ minutes and it was seconded by Ms. Henry. A small date change needs to be made. The minutes were unanimously approved.

STAFF REPORTS

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

Mr. Cruz inquired about the status of the 12-hour Library Assistant position at the Casa da Saudade Library. Ms. Stefanik has already interviewed candidates for that position, and a name was sent to Personnel in

early April. Mrs. Rogers asked about the 12-hour position at Lawler, but Mr. Dickinson replied that this position needs to be created and funded.

Mrs. Rogers commended Howland-Green manager Kathleen Vernon for reaching out to the community. Mr. Cruz asked if the problems with the teens at Howland-Green had improved, but they have not, even with police involvement. He inquired if Mrs. Vernon had attempted to involve the teens in teen room activities, and Ms. Stefanik will check on this.

There was a monetary donation to Special Collections in honor of Paul Cyr, and Mrs. Fraga wondered to which fund that money goes. There is a Special Collections fund. Mrs. Fraga inquired about the donation account. Carmen Brodeur, the Library Bookkeeper, came to the meeting to explain about the donation account. Money does still go into that account and is used for book. Mrs. Fraga asked if the Trustees can get money from this account without going through the City and Ms. Brodeur said yes. Ms. Brodeur keeps track of what goes in and out of that account.

There is still concern about the lack of speed bumps at Howland-Green. The Trustees said they should speak to City Councilor Joe Lopes.

A correction to the Special Collections report should be made, as Joan Barney should not use the incorrect title of "Family Historian."

The staff reports were approved unanimously.

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – The Art Room is reopened after being painted. Items are still being moved back in, and it is anticipated that it will be done by May 8.
- 2. Bookmobile:** Mrs. Rogers, Chair – Mr. Dickinson mentioned the issue of the Bookmobile driver's comp time from snow plowing over the winter. Because the city changed its policy, Dan Wieghmink received comp time, instead of overtime pay. Both the driver and the library tried to change this policy, because comp time interferes with Bookmobile hours, but the city would not change. Now that he has taken all the comp time, Mr. Wieghmink does not plan to do anymore overtime work for the city. Mrs. Rogers made the motion that any future overtime should not be comp time, it was seconded by Mrs. Fraga and unanimously approved. Mr. Cruz will send a letter to Angela Natho in Personnel, and Mrs. Blake will add it to the policies.
- 3. Building:** Ms. Blake, Chair – Mr. Dickinson and Ms. Stefanik had a meeting with the elevator contractors at Casa da Saudade. They have started measuring, but there is no start date. Mr. Cruz asked that the custodian at Lawler make sure to sweep the front of the building, and Ms. Stefanik will pass this message on to him. Mr. Cruz noted that the lights outside the Main Library are out, and Mr. Dickinson will get them fixed. Mr. Dickinson said that the branch camera systems had arrived, and that he is meeting with John Perry and the city electrician to plan the installation. Howland-Green and Lawler will be the first priorities.
- 4. Finance Committee:** Mrs. Fraga, Chair – Mrs. Fraga asked what kind of computer chairs are on the Wilks wish list, and Ms. Stefanik will price them out. The Art Room does not yet have a scanner, and Mr. Dickinson was given the approval to buy a scanner, then use any leftover money for security hangers that Janice Hodson requested. After MIS ordered a color printer for Reference, there would be about \$2500 left for needed items. The Trustees asked that Mr. Dickinson and Ms. Stefanik look into the pods for Lawler or Howland-Green, or something else for Lawler.
- 5. Gifts:** Father Harrington, Chair – Father Harrington asked who is responsible for sending thank-you notes to people who have made anonymous donations. Mr. Dickinson said that he writes the letter if he knows who it is. Large gifts should be voted on by the Trustees. Father Harrington is donating *Hand of God: Whaling in the Azores* to the Casa da Saudade Library. Dr. Silva made a motion to accept the gift,

it was seconded by Diana Henry, and unanimously approved.

6. **Personnel:** Mrs. Rogers, Chair – Mrs. Rogers nominated Karen Stefanik to be the permanent Head of Branch Services. The motion was made by Ms. Henry, seconded by Mrs. Fraga and unanimously approved. It will be effective April 30. A candidate was offered the management position at Casa da Saudade, but declined. Mr. Cruz asked if the Casa and Lawler position openings were sent to ALA and Simmons College, and Mr. Dickinson replied that they were. Mr. Cruz noted that the head of personnel said the Trustees could consider Casa applications for the open Lawler position. Father Harrington asked if the Portuguese-speaking Library Assistants at Casa could order books and catalog them. Ms. Stefanik replied that they could assist in ordering books, and Mr. Dickinson said they would need training in order to catalog them. The Mayor has asked City Council to increase the salary of the library director in order to attract a wider variety of candidates.
7. **Policy:** Ms. Blake, Chair. Father Harrington went through the Code of Conduct for the State of Massachusetts. Mr. Cruz asked Mr. Dickinson and Ms. Stefanik to go through the policies and bring appropriate ones to the attention of the Trustees for consideration.
8. **Scholarships:** Ms. Henry, Chair. Mr. Cruz asked Mr. Dickinson to get information about the Yeager scholarship to Ms. Henry. The criteria for the scholarship are local people who want to attend library school. The Barnett scholarship is for staff members who want to attend library school.
9. **Security:** Dr. Silva, Chair – Mr. Dickinson purchased standalone DVRs with 8 cameras for each branch. It would work best with only 4 cameras, but a future option might be to purchase a second DVR. The cameras are indoor/outdoor.
10. **Director's Report:** Mrs. Rogers made a motion to accept the Director's report, it was seconded by Ms. Henry. Mr. Dickinson had a budget meeting with the Mayor and CFO. They were receptive of the recommendation for additional personnel, especially for the security monitors and the head of children's department. The mayor suggested instead of 4 security monitors for 12 hours a week, getting 2 monitors at 20 hours a week. This might get a higher quality of applicants. The monitors would be for the Main Library, and the goal would be to get them at all the branches. Some patrons are making Ingraham Hall smell, for which Mr. Dickinson will get air fresheners.

Mrs. Rogers asked if the title Head of Youth Services is the same as Head of Children's. It is not, because youth services includes young adults.

World Book Day went well. The Main Library gave away the majority of the books it received, but there were still books (from the organization First Book, which has nothing to do with World Book Day) that had not yet arrived. When the books arrive, they will be set aside to be given away at the end of the Summer Reading Program. Bookmobile was at the Buttonwood Zoo that day, but with the rain, not many people were there.

As the end of the fiscal year approaches, the Library is slowing down its purchasing. Mrs. Rogers asked if there would be any surplus. Mr. Dickinson said there will be in the personnel budget, but the Library can't move that money anywhere else, and the City Council might not want to move it either. Mrs. Fraga asked if there is any surplus in the book account, but there is not.

Mr. Cruz suggested using Dale Easton at the branches as necessary, depending on Mr. Easton's schedule.

OLD BUSINESS

The unveiling of the portrait of Mrs. Barros is set for July 12. Father Harrington spoke to Marcia Faucher (former principal of Carlos Pacheco School) about coming to the Trustees meeting in June. The Trustees will send an official invitation.

OTHER BUSINESS

This was Dr. Silva's last meeting. Mr. Cruz thanked Dr. Silva for all his work for the library, especially in getting the security system for the Main Library. Dr. Silva suggested taking care of the beautiful clock that is in the Trustees Room. The lock on the door needs to be fixed, and Mr. Dickinson will look into that. There should also be a plaque saying that the clock is from the estate of Col. Green. Each Trustee thanked Dr. Silva for his many years of service. Mr. Cruz asked Dr. Silva to identify any books to be put on a shelf with a plaque recognizing his service.

The Trustees will review the job description for the Head of Special Collections. If there are any questions, the Trustees can contact Mr. Cruz or Mr. Dickinson. Once this description is approved, it will be put on the New Bedford job site. Mrs. Fraga made a motion to approve, it was seconded by Ms. Henry, and unanimously approved.

NEXT MEETING:

Regular meeting: Tuesday, May 27 at 3:30pm.

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

Meeting adjourned.