



Board of Library Trustees

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

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

Present: Carl Cruz, Vice-Chair
Elsie R. Fraga
The Very Reverend Father Constantine Bebis
Helen Rogers
Diana Henry
Rev. Kevin Harrington
Lee Blake
Jill Horton-Simms
Geoffrey Dickinson, Acting Director
Karen Stefanik, Head of Branches

Excused: Mayor Jon Mitchell
Dr. John Fletcher

Guests: Jane Medeiros Freeman
Eric Cohen
Elizabeth Treadup

Called to order: Mr. Cruz called the meeting to order at 3:30pm.

Mrs. Fraga made the motion to accept the report of the Friends of the New Bedford Free Public Library, and it was seconded by Ms. Blake. Joan Halter said the Friends will have more musical fundraisers during the winter months – jazz in January, classical in February, and another jazz night in March. The Friends of the Mattapoissett Library have offered New Bedford the leftovers from their monthly book sale to restock the Little Free Libraries. The report was approved unanimously.

Ms. Henry made a motion to accept the Trustees' July minutes. The Trustees approved the minutes unanimously with small corrections to typos, and Hank Riley added as a guest.

STAFF REPORTS

Ms. Blake made a motion to accept the staff reports and it was seconded by Mrs. Fraga.

Mrs. Rogers inquired about the status of the open 12-hour Library Assistant positions at Howland-Green and Wilks. The Personnel Department still needs to post that position so that the Library can receive new applications. Father Harrington expressed the concern that the young adult rooms should not become just a hang-out, and that the teen rooms should be for teens, not for younger children.

Mrs. Rogers wondered if the Pathways program could be expanded. This program allowed the Howland-Green and Lawler Libraries to receive volunteers for 20 hours a week during the summer. Mr. Cruz was concerned at the number of items missing from the branch libraries, and hoped that the installation of security measures will help.

The staff reports were approved unanimously.

COMMITTEE REPORTS

1. **Art:** Dr. Fletcher, Chair – Janice Hodson had received a request for a photo to be used for a book. Mrs. Rogers made a motion to approve this request; it was seconded by Ms. Blake, and unanimously approved.
2. **Finance Committee:** Mrs. Fraga, Chair – Nothing to report.
3. **Bookmobile:** Mrs. Rogers, Chair – Nothing to report.
4. **Building:** Ms. Blake, Chair – The construction of the elevator at the Casa da Saudade Library is almost complete. The construction crew is working on the finishing touches, such as painting walls, and replacing carpet. Mr. Cruz noted that the Portuguese flag at Casa was ripped, so he took the flag down. The flag should be replaced. He noted that all flags should be taken down at night, but New Bedford does not do that. The ribbon cutting ceremony for the elevators is being organized by the mayor's office and will be held before the end of October.
5. **Security:** Nothing to report.
6. **Gifts:** Father Harrington, Chair – Nothing to report.
7. **Personnel:** Mrs. Rogers, Chair – The Personnel Committee held a second interview for a candidate for the Head of Special Collections position, and the city offered the position to that candidate. The candidate is taking some time to make a final decision. There are two applications for the open Branch Manager position at Casa da Saudade.
8. **Policy:** Ms. Blake, Chair. Policies are discussed below.
9. **Scholarships:** Ms. Henry, Chair. The Scholarship Committee awarded \$4400 to Amanda White.
10. **Director's Report:**

Mr. Dickinson noted the 4300 items considered missing at the branches. He has submitted a capital improvement request to add more security measures to the branches. The cameras, which are still being installed at the branches, will help more with larger crimes than the less noticeable crimes of stealing items. Security gates would beep when something is being taken from the building that should not be. Ms. Henry wondered how many items were missing from the Main Library; Mr. Dickinson replied approximately 1700 items. Ms. Horton-Simms wondered what kind of things were missing; all sorts of items are missing – not limited to one section. She noted that when she was a volunteer at the Art Room many years earlier several folders of art were missing.

The elevator construction at the Casa da Saudade Library is almost complete. Mr. Dickinson is working with DFFM to see about getting the third floor ready for the next phase of renovations.

An irrigation system was put in the ground at the Main Library. Flower pots have been moved by patrons so that they can sit on the pedestals. The city is looking into getting heavier flower pots that cannot be moved.

The lights on the rotunda have all been fixed, though the lighting is still dim. Options for brighter lights might involve rewiring or new fixtures. Mrs. Rogers wondered if there were any other options. Ms. Horton-Simms mentioned low-voltage rope lighting. Mr. Cruz asked that she work with Mr. Dickinson to explore this option.

Bookmobile has started its night schedule to the housing projects. This fall, the night stops are cut back,

as the library has not received money from Lorraine Telo. The Bookmobile is only going out one night a week (Thursdays) rather than two, which cuts in half the number of housing projects it can visit. Spring night stops depend on future funding.

Mr. Dickinson is working with the MIS Department to place a computer in city hall for use by patrons affected by the Child Safety Zones, as they cannot come to the library to use the computers.

Father Harrington commended Mr. Dickinson and Ms. Stefanik for doing a good job.

Ms. Horton-Simms discussed the carpeting options and budgets for the Main Library. Carpet tiles offer the best value. The prices include removal of the original carpet and putting down the new carpet. Mr. Cruz asked that the Trustees review Ms. Horton-Simms' proposal to discuss at the October meeting.

The Director's Report was approved unanimously.

POLICY REVIEW

Jane Medeiros Freeman, Eric Cohen and Elizabeth Treadup from the Solicitor's Office came to the meeting to discuss formalizing the Library's policies. Once the Trustees agree on the language and any changes, the public will need to be able to review and comment on the policies.

The Library asked the Solicitor's Office to review the policies to make sure there is enforcement protocol that can be enforced. The Trustees were asked for input and clarifications.

Ms. Horton-Simms asked about the distance smokers have to be from the building. Mr. Cohen replied that this distance follows the Board of Health regulation. Enforcement is difficult – the staff would have to monitor the smokers and warn them first, go from there. Mr. Cruz noted once there is signage, staff can enforce the policy.

Mr. Cruz wondered how the staff currently handled patrons with body odor issues. Mr. Dickinson said that this is done discretely. Often these patrons have other issues, and staff can offer to find them assistance. If the patron appears intoxicated, staff would call the police. Mr. Cruz stated that this is why it is important for staff to wear name tags so that patrons will know they are staff members. Other options to handle body odor were discussed, such as having air fresheners. However, people can be very sensitive to any scents, so this would not work.

A new policy was created to prevent people from trespassing on the outside steps. Ms. Blake wondered if the policy can use the word "loitering." Mr. Cruz responded that "No loitering" is not enforceable, but "No trespassing" is.

Mrs. Rogers wondered what the policy was on firearms. Staff would immediately call the police.

The Internet Policy is not new, just put together differently.

If a patron is banned from the library he/she must have the opportunity to be heard by the Director and potentially by the Trustees.

The Meeting Room policy prioritizes the groups using the meeting room. Material cannot be sold in the meeting rooms without express permission from the Board.

A policy on posting flyers should be created and incorporated.

Mr. Dickinson and Ms. Stefanik should look at the reference and borrowing policies. The borrowing policy needs to be updated with the Restricted Patron information.

Mr. Cruz inquired if these policies can be translated into Portuguese and Spanish. The Solicitor's Office can look into this.

Ms. Henry made a motion to accept the draft policies with corrections; it was seconded by Ms. Blake and unanimously approved.

Ms. Freeman noted that the next step would be to have the changes made and bring it back to the Trustees, then they would advertise a public meeting on these policies.

NEXT MEETING:

Regular meeting: Tuesday, October 28 at 3:30pm

Ms. Henry made a motion to adjourn; it was seconded by Ms. Blake and passed unanimously.

Meeting adjourned.