



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

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

The Board of Library Trustees met on December 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  
Dr. John Fletcher  
Rev. Kevin Harrington  
Diana Henry  
Lee Blake  
Jill Horton-Simms  
Geoffrey Dickinson, Acting Director  
Karen Stefanik, Head of Branches

**Excused:** Mayor Jon Mitchell

**Guests:** Jon Faria  
Christine Arsenault  
Joan Halter  
Charles Zalewski

**Called to order:** Mr. Cruz called the meeting to order at 3:33pm.

Dr. Fletcher made a motion to accept the report of the Friends of the New Bedford Free Public Library, and it was seconded by Ms. Henry. Joan Halter said that the Little Free Libraries were all doing well; she checks them and restocks them as necessary every other week. The Friends will be focusing more on fundraisers than grants, as grants do not let the Friends control the use of the money as much as fundraisers would. The last grants went toward the Art Department; future fundraising will support the library in general.

The upcoming winter concerts were being planned, and Ms. Halter might add another concert in April featuring local up-and-coming jazz musicians. This concert would be at the library.

Ms. Halter wondered if the library had ever considered renting out space for weddings or other functions. Mr. Cruz responded that this is something the Trustees could look into during a future strategic planning meeting; there are various issues involved, including security.

Mr. Cruz wondered if Ms. Halter had already been working with the library on the January 26 concert, which is to be held in the library. Ms. Halter planned to speak to Mr. Dickinson about opening the library that day.

The Trustees approved the Friends' minutes unanimously.

Rev. Bebis made a motion to accept the Trustees' minutes and it was seconded by Mrs. Rogers. A few typos needed to be fixed.

The Trustees' minutes were unanimously approved.

## STAFF REPORTS

Dr. Fletcher made a motion to accept the staff reports and it was seconded by Ms. Henry.

Mr. Cruz pointed to the rare material exhibit in the Janice Hodson's Art Room report and said that the exhibit had been a rare treat. He wondered if the library could put an easel on the first floor to advertise exhibits on the third floor. Mr. Dickinson will look to see if the library already has an easel that can be used.

The staff reports were approved unanimously.

## COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – Rev. Bebis inquired about how to make copies for the public of the library's paintings. Mr. Cruz replied that some images are already copied, and some are on CDs for public use, and the Friends have made prints of some paintings.
- 2. Bookmobile:** Mrs. Rogers, Chair – The Blanding Public Library in Rehoboth has requested for the Bookmobile to come to their "Touch a Truck" day in June. Mrs. Rogers made a motion to allow the Bookmobile to go, and that the library would cover any overtime costs incurred. Dr. Fletcher seconded the motion, and it was unanimously approved.
- 3. Building:** Ms. Blake, Chair – Mr. Dickinson described an incident that occurred with the elevator at the Main Library. The elevator stopped working, leaving people (including a person in a wheelchair) on the third floor waiting for the elevator to arrive. The elevator was fixed within the hour; the issue was possibly too much weight in the elevator which caused it to shut down.
- 4. Finance Committee:** Mrs. Fraga, Chair – Mrs. Fraga wanted clarification on from where the money for the new carpeting at the Main Library was coming. \$42,500 would be moved over from the library personnel budget, \$23,000 from the library's donations account, and \$19,500 from the Trustees CD. Mrs. Rogers asked about the balances of the donations account and the Trustees CD. The donations account has approximately \$46,000 (divided into various segments) and the CD has approximately \$110,900. Mr. Cruz thought that the library had committed to upgrading some photocopiers, but Mr. Dickinson replied that all the libraries' copiers were working. Mrs. Rogers wondered if the library had to buy any computers, but Mr. Dickinson said that the MIS department automatically purchases 10 (refurbished) computers every year for the library. Mr. Cruz asked about the dated microfilm readers. Mr. Dickinson said that the better option would be scanners, which run approximately \$10,500 for a scanner and computer. The Trustees had previously discussed purchasing one per year as funding allows. Mr. Cruz asked Mr. Dickinson to get quotes on a scanner and computer. Mrs. Fraga pointed out that the Trustees' CD gives back the most interest, so it should not be depleted too much. Money must be withdrawn from that CD by February 10. Rev. Bebis made a motion, seconded by Ms. Horton-Simms, not exceed \$14,000 for new microfilm reading technology. Mr. Dickinson would get quotes on both a scanner/computer and a traditional microfilm reader. The Trustees voted in favor of this motion.
- 5. Gifts:** Father Harrington, Chair – Ms. Blake presented a book she had purchased for the Genealogy Department entitled *William Wells Brown: An African American Life*. Dr. Fletcher showed two books by Dartmouth authors. He gave one book, by Amy-Jill Levine, to Rev. Bebis. He presented the other book, *Off the Leash* by Matthew Gilbert, to the library to be circulated. Ms. Horton-Simms present a book called *Andy Ant* by Laura Vaughan. She would get one signed by the author for the Archives; five other copies can be given to all the libraries for circulation. Mrs. Rogers made a motion to accept these gifts, it was seconded by Ms. Henry, and unanimously approved.
- 6. Personnel:** Mrs. Rogers, Chair – The new manager of the Casa da Saudade Library will be starting on January 12. The Personnel Committee is close to deciding on a Director. The Committee would also be

interviewing a candidate for the Head of Special Collections.

7. **Policy:** Ms. Blake, Chair. The open meeting on the revised library policies will be on January 20. Public notice of the meeting would be in the newspaper on January 6 and 13.
8. **Scholarships:** Ms. Henry, Chair. Ms. Henry said that she had received a thank-you letter from Amanda White, the recipient of the Yaeger scholarship.
9. **Security:** See Director's Report.
10. **Director's Report:**

Rev. Bebis moved to accept the Director's Report and it was seconded by Mrs. Fraga.

Mr. Dickinson is working on the next fiscal year's budget, including the goals and objectives to present to the City Council. Mr. Cruz pointed out that the Head of Children's should be in the budget, and should also be in charge of teens' programming in addition to children's programming. Dr. Fletcher said that the person in that position should be involved with the schools. Mr. Dickinson said that this position has been put into the proposed budget. A part-time position at Lawler will also be in the budget.

The third floor at the Main Library has been wired for wireless internet access.

The Director's Report was approved unanimously.

## **OLD BUSINESS**

The policies will be advertised and the public meeting will be held on February 20.

Ms. Horton-Simms passed out the revised quotes for carpeting. The quotes include options for having the work done during normal work hours or after hours. She said that the Trustees should also plan to add in 10% for contingency. The staff would have to box up the books themselves. The meeting room would also have to be closed to the public, as the books would be stored there. These details would be worked out when the time to replace the carpet gets closer. The Library can also coordinate with the Mayor's office to see about getting a lift through DPI. Mr. Cruz pointed out that the rug in the children's room should not be replaced until the ceiling has been fixed. Mr. Dickinson is working with DFFM on that issue.

Dr. Fletcher made a motion to accept the patterned carpet squares as recommended by Ms. Horton-Simms, and provided and installed by Ruggieri's Carpet. The motion was seconded by Rev. Bebis and approved unanimously.

Mrs. Fraga made a motion accept the \$85,000 proposal by Ruggieri's Carpet, it was seconded by Ms. Henry, and unanimously approved.

Father Harrington read a prepared statement (see attached) regarding the "Changing Lives through Literature" program. He has revised the original plan; the first sessions will be held in a downtown location or a church, not the library. He plans to meet on January 6 with the founders and volunteers to discuss dates and locations, and invited the other Trustees to attend. Father Harrington will report back to the Trustees the result of this meeting. He hoped that once the program had a successful track record, the library and Trustees might provide additional support, such as copies of books or incentives in the form of gift cards.

Charles Zalewski was present to answer any additional questions the Trustees had. Ms. Horton-Simms would still like to see a syllabus, and wondered about the participants. Mr. Zalewski replied that he would be the facilitator, and the participants would be transitionals. Mr. Cruz asked for a definition of "transitional." Mr. Zalewski replied that they are people who are under pressure and can't maintain themselves; homelessness is one aspect of this, but not the only part of it. Ms. Blake pointed out that the program had only asked for

meeting room space; the library has some programs for transitional, such as resume and other job-searching workshops. She pointed out that Father Harrington is now implying that the library in the future would provide some financial support. Father Harrington said that any request for funding would not be put in until the program had been completely fleshed out. Ms. Henry pointed out that no vote had been taken last month; the Trustees had only asked for more information and a syllabus. Father Harrington said that his statement does not require any actionable motions; it revises the program and invites the Trustees to attend the meeting.

Dr. Fletcher said that he felt the Trustees owed an apology to the Mayor for not keeping him informed of the program. Father Harrington replied that the apology should come from him, and not the Trustees, and he would do that.

Mr. Cruz thanked Mr. Zalewski for attending and answering questions.

### **NEW BUSINESS**

Ms. Blake pointed out that teachers would be able to apply to come to a class through the New Bedford Historical Society in New Bedford during the summer. She would be sending flyers to the libraries to advertise this opportunity.

Mrs. Fraga confirmed that should is requesting money for the rug and an additional \$14,000 for the microfilm scanners from the CD. Mr. Cruz said that the mayor's office needs to make the request on the Trustees' behalf. Mr. Dickinson said that the process takes about 3 weeks, and he will work with Mrs. Fraga.

Dr. Durkin would be coming to the March meeting, which will be held on March 24 (the fourth Tuesday). She will be coming with the chief academic officer.

### **NEXT MEETING:**

Regular meeting: Tuesday, December 27 at 3:30pm

Rev. Bebis made a motion to adjourn at 4:54, it was seconded by Dr. Fletcher and passed unanimously.

Meeting adjourned.