



Board of Library Trustees

April 28, 2015 – 3:30 p.m. – **Minutes**

New Bedford Main Public Library, 613 Pleasant Street

The Board of Library Trustees met on April 28, 2015, 3:30 PM,
in the Trustees Room of the Main Library.

Present: Carl Cruz, Vice-Chair
Lee Blake
Dr. John Fletcher
Elsie R. Fraga
Diana Henry
Jill Horton-Simms
Helen Rogers
Olivia Melo, Director
Karen Stefanik, Head of Branches

Excused: Mayor Jon Mitchell
The Very Reverend Father Constantine Bebis
Rev. Kevin Harrington

Guests: Kristine Arsenault

Called to order: Mr. Cruz called the meeting to order at 3:39pm.

Dr. Fletcher made a motion to accept the minutes of the March Trustees' meeting, it was seconded by Mrs. Fraga, and unanimously approved.

Joan Halter was not present so there was no report from the Friends of the New Bedford Free Public Library.

STAFF REPORTS

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

Mrs. Rogers inquired about the cost of DVD pods. Prices are around \$900 or so.

The staff reports were approved unanimously.

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – There is a request for eight photos from the library. Dr. Fletcher made a motion to allow this use, pursuant to library policy and if Janice Hodson recommends it, it was seconded by Mrs. Fraga and unanimously approved.
- 2. Bookmobile:** Mrs. Rogers, Chair – Mr. Cruz asked if there had been any word from the schools after Dr. Durkin's meeting with the library trustees. Ms. Stefanik replied that there had not.

3. **Building:** Ms. Horton-Simms, Chair – The “No Smoking” signs will be put up soon.
4. **Finance:** Mrs. Fraga, Chair – Nothing to report. Mr. Cruz mentioned that the library received money from the Friends of the Casa da Saudade Library.
5. **Gifts:** Father Harrington, Chair – Any gifts need to be given to the Trustees for approval and so that a proper thank-you note can be sent.
6. **Personnel:** Mrs. Rogers, Chair – The Personnel Committee will be interviewing a candidate for the Head of Special Collections this week. Donna Cordeiro will be retiring in May. Mrs. Rogers made a motion to give Ms. Cordeiro the whaleman statue bookend at the next Trustees’ meeting, it was seconded by Mrs. Fraga and unanimously approved.
7. **Policy:** Ms. Blake, Chair. Ms. Melo has been working with Eric Cohen at the Solicitor’s Office to finalize the Statement of Policies, Rules and Regulations. Due to the some corrections made by Ms. Melo, another public hearing will have to be held.
8. **Scholarships:** Ms. Henry, Chair. Amanda White, who has been interning for the library, applied for the Barnet Scholarship. Mrs. Fraga made a motion to approve her application, it was seconded by Ms. Horton-Simms and unanimously approved.
9. **Security:** Father Bebis, Chair. Ms. Melo submitted a transfer request to the CFO’s office to have surplus salaries funds to be moved to the 800 account in order to buy security gates for Wilks.
10. **Director’s Report:**

Ms. Blake moved to accept the Director’s Report and it was seconded by Ms. Henry.

Ms. Melo pointed out the revised format of the Director’s Report, which was met with approval from the Trustees. Ms. Melo made some changes to the budget proposed by the former Interim Director. If there are any budget cuts, Ms. Melo would take out the \$53,000 in capital money first, which greatly lessens the impact of any staff cuts. If there need to be any staff cuts, she would prefer to cut hours of the 12-hour library assistants, rather than cut one or more of those positions entirely. The Teen Assistant position might be able to be funded out of grant money after July 1.

Donna Cordeiro, a full-time library assistant at Lawler, is retiring in May. That position will be posted in-house first. At the Main Library, the night custodian has been reassigned, leaving two custodians – one in the morning and one at night. Ms. Melo is working with the Mayor’s office to get another custodian. The position of Carmen Brodeur is being re-categorized from “Bookkeeper” to “Account Clerk.” The Reference Department is short a 40-hour staff member. The Special Collections staff has changed their schedules so that there will always be someone working on the third floor, and they can help cover Reference as necessary. Ms. Melo will be revising the Head of Reference/Technical Services position into more of an Information Services position that would be more involved in outreach and programming. Ms. Melo said she has noticed excellent customer service from the Reference staff. There will be opportunities for staff development once the vacant positions are filled.

Ms. Melo is working with Dale Easton on developing the nonfiction section, and Joseph Fernandes will be focusing on some sections of the fiction area. Ms. Melo is also working with Timarie Malo on carefully weeding the Portuguese collection at the Casa da Saudade Library. She plans to visit the other branches soon and will begin regular Department Heads meetings. Mr. Cruz encouraged Ms. Melo to visit the branches on a regular basis, and also plans to hold Trustees’ Meetings at the branches regularly.

Ms. Melo would like to leave the doors to the third floor meeting room unlocked so the public can view the art in that room. The door is noisy, so Janice Hodson would be able to hear people entering and leaving that room, and the security cameras would also be able to watch over people. The doors would be unlocked only when a staff member is working on the third floor. Ms. Melo is also working with the custodians to have a standard set-up for the room. This could be changed as needed by groups using the room, but having a standard set-up would help keep the room neat and inviting.

A wedding photographer took pictures at the library, and some of these will be posted on Destination New Bedford. This will be good publicity for the library. Mr. Cruz remembered that musicians used to play on the library steps, and thought this might be nice to have again. Ms. Horton-Simms suggested creating a library brochure. This is something that can be done when the Head of Special Collections comes on board.

Ms. Melo has been cleaning up the third floor of the Main Library and reorganizing supplies. She is hoping to spruce up the building by getting signs painted, a directory placed next to the elevator, and other touches. The cigarette extinguisher was installed at the library, but needs to be moved. The No Smoking signs are all set with Ms. Melo's final approval. These signs will be at all the libraries.

OLD BUSINESS

Ms. Melo went to City Hall to view the mayoral mural there, and agrees that it is too dark for the children's room. The rotunda is still dark. Ms. Horton-Simms suggested low voltage rope lights to fix this problem. Ms. Melo ordered ten computers through MIS; these are slated to replace some of the outdated staff computers. Ms. Horton-Simms said that Ruggieri Carpets would be able to get a lift for the shelves.

COMMUNICATION

Mr. Cruz asked that all the committee chair people meet with Ms. Melo.

Kristine Arsenault will be the Mayor's representative at the Trustees' Meetings. She will be on the agenda to address any of the Mayor's concerns.

Mr. Cruz thanked Ms. Henry and Ms. Horton-Simms for organizing Ms. Melo's welcome reception.

Mr. Cruz asked if the public could use other bathrooms at the Main Library other than the ones on the first floor. Ms. Melo is looking into this. Maintenance would have to check the bathrooms regularly, and would want to make sure the outer door did not lock. The first floor bathrooms should only be for the handicapped or for families, and could be kept locked and only unlocked when needed.

NEW BUSINESS

Nothing to report.

NEXT MEETING:

Regular meeting: Tuesday, May 26 at 3:30pm

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

Meeting adjourned at 5:07pm.