



Board of Library Trustees

May 26, 2015 – 3:30 p.m. – **Minutes**

New Bedford Main Public Library, 613 Pleasant Street

The Board of Library Trustees met on May 26, 2015, 3:30 PM,
in the Trustees Room of the Main Library.

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

Excused: Mayor Jon Mitchell

Guests: Joan Halter
Donna Cordeiro

Called to order: Mr. Cruz called the meeting to order at 3:31pm.

Rev. Bebis made a motion to accept the minutes of the April Trustees' meeting, it was seconded by Mrs. Fraga, and unanimously approved.

Joan Halter went over the report of the Friends of the New Bedford Free Public Library. The Friends are looking at a joint fundraiser with the Zeiterion Theatre, which will probably take place in early 2016. The Friends also might be able to have a table at performances, with information about joining the Friends and a donation jar. The "Winter Warmings" musical afternoons might not happen next year due to the timing of the Zeiterion fundraiser and the poor attendance this year. Ms. Halter is looking into an art fundraiser with Janice Hodson, but there are security concerns. Mr. Cruz pointed out that any art fundraising should go through the Director and the Trustees' art committee. Ms. Halter is waiting to hear back about a couple of grants.

Mrs. Fraga pointed out that all fundraisers should be well-publicized. Ms. Henry is the Trustees' liaison with the Friends, and they are also working with Ms. Melo. Mrs. Rogers liked the idea of tabling at Zeiterion events, as long as the table doesn't get overlooked. Father Harrington asked about a social between the Friends and the Trustees. This is an idea that has been previously mentioned. Ms. Halter and the Trustees agreed that this would be a good idea.

Ms. Melo said that a donation jar at every Friends' event is a good idea. She suggested that the social be held during November, as a way of giving thanks to all volunteers, the Friends, and the Trustees. Jack Spillane, who is with *The Standard-Times*, is willing to publish publicity for the library, including the Friends. Ms. Melo also plans to have a tab for the Friends on the Library's web site. Mr. Cruz said that Ms. Halter can take books from the libraries' book sales to restock the Little Free Libraries as necessary.

Dr. Fletcher made a motion to accept the Friends' report, it was seconded by Mrs. Fraga and unanimously approved.

Mr. Cruz asked Ms. Cordeiro to come forward. Ms. Cordeiro retired in May after 38 years with the Library. The Trustees thanked Ms. Cordeiro for her years of service, and presented her with a set of whaleman statue book ends.

STAFF REPORTS

Father Harrington made a motion to accept the staff reports and it was seconded by Father Bebis.

Mr. Cruz was disturbed by the recent activity at the Casa da Saudade Library and the lack of police response. He suggested the library get the officer's name and let Kristine Arsenault in the mayor's office follow up on this issue. Mrs. Fraga made the motion to bring the problems and police response to the attention of the Mayor's office. Seconded by Ms. Henry and unanimously approved.

Mr. Cruz noted the broken chairs at Howland-Green. There is no budget for furniture; the library and trustees need to find a way to get a furniture budget. As Ms. Melo goes through the budget, she will be assigning money to areas, so the library can get some things done a little at a time. Mr. Cruz suggested that the building committee meet with Ms. Melo to discuss these issues. Mrs. Fraga asked if Ms. Melo set up accounts separate from the library for the public to donate to; Ms. Melo has done this elsewhere.

The staff reports were approved unanimously.

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – Dr. Fletcher noted that people from Australia were using the collection, and Ms. Blake said that the library's exhibit at the Art Museum was well-attended.
- 2. Bookmobile:** Mrs. Rogers, Chair – Ms. Melo would like the Bookmobile to participate in local events. She is looking into having it in the Cape Verdean Parade, with staff walking in front of it.
- 3. Building:** Ms. Horton-Simms, Chair – The rugs have gone out to bid.
- 4. Finance:** Mrs. Fraga, Chair – Nothing to report.
- 5. Gifts:** Father Harrington, Chair – Father Harrington bought a Moby-Dick card game for the library. Ms. Horton-Simms brought her Wii Fit for Howland-Green, but the sensors for the library's Wii console had been stolen so the Wii Fit can't be used at the moment. Ms. Blake donated several copies of children's books to the library from the New Bedford Historical Society. She would like some to go to the Bookmobile, but otherwise they can be used as the library needs them. Ms. Melo will look at the book donations made on behalf of Mary Ellen Bergeron. Father Harrington made a motion to accept the gift and use the books if possible, it was seconded by Ms. Henry and unanimously approved. Father Harrington made a motion to accept the Wii Fit donated by Ms. Horton-Simms, it was seconded by Ms. Henry and unanimously approved. Mrs. Fraga made a motion to accept the books donated by the Historical Society, it was seconded by Father Bebis and unanimously approved. Mrs. Fraga made a motion to accept the Moby-Dick card game, it was seconded by Mrs. Rogers and unanimously approved.
- 6. Personnel:** Mrs. Rogers, Chair – The Personnel Committee selected a candidate for the Head of Special Collections, though this person lives outside New Bedford and will need a waiver. Ms. Melo will put

this request on the agenda for the June 11th city council meeting. Ms. Horton-Simms made the motion to offer the position to the candidate, it was seconded by Ms. Blake and unanimously approved. Because Ms. Melo previously worked for the City of New Bedford, Mrs. Rogers asked to give her 4 weeks of vacation instead of 2. Ms. Blake made this motion, it was seconded by Mrs. Fraga and unanimously approved. The newly-vacant Library Assistant I position had not yet been approved to be filled by the CFO's office.

7. **Policy:** Ms. Blake, Chair. There is an open meeting after this Trustees' meeting for the public to comment on updated policies.
8. **Scholarships:** Ms. Henry, Chair. Ms. Melo has not yet received any information about the Yaeger scholarship.
9. **Security:** Father Bebis, Chair. Father Bebis will meet with Ms. Melo to discuss security issues and needs. The city electrician came to Wilks to look at camera placement.
10. **Director's Report:**

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

The wireless internet will be upgraded at the branches. Ms. Melo is working to update the content of the web site to make it more focused on user services. She did a live interview (in Portuguese) on the Portuguese radio station. She and Mr. Easton are revising the job description of Teen Services Assistant to get more accurate applications. Ms. Melo has been working with DFFM to make the grounds of the Main Library more inviting by painting doors, trimming the bushes, etc. She has also rearranged the downstairs area to define the areas more.

The Head of Special Collections has been chosen and is going through the hiring process.

Ms. Melo is evaluating databases and standing orders to see if there is anything that is not being used. She met with the city treasurer about allowing patrons to pay their bills online, and she will be setting that up in the future. Ms. Melo is looking into whether there is any money left over from the planning grant received by the Casa da Saudade Library.

With the end of the fiscal year approaching, a hold has been put on standing order books until July 1. The budget for FY16 has not been finalized yet, but will likely be a 3% cut. The money for the rugs and security gates was transferred to capital outlay so that the library can get the rugs and gates next fiscal year. These items must go out to bid.

The Director's Report was unanimously approved.

OLD BUSINESS

Ms. Melo is still look at options to prevent patron misuse of the bathrooms at the Main Library. Designating those first floor bathrooms as "only" handicapped bathrooms is not the solution. Some ideas include installing a buzzer lock on the doors or installing a partition in the bathrooms so that a lock is not needed at all. Ms. Melo has been talking to the problem patrons about their inappropriate behavior.

The electrician has said he can fix the rotunda lights. The security gates at Lawler and Howland-Green are on hold until after the carpets are installed at the Main library.

NEW BUSINESS

MIS has upgraded the wireless modem at the Main Library and will upgrade them at the branches as well. Soon the libraries will be able to accept credit card/debit card payments for fines and lost books. Ms. Melo has been working with Ms. Horton-Simms and Kristine Arsenault in the mayor's office about bringing summer concerts to the area outside the library on Thursdays. The library will have a table at the farmer's market starting in June. The library's budget hearing will be on June 3.

NEXT MEETING:

Regular meeting: Tuesday, June 30 at 3:30pm

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

Meeting adjourned at 5:11 pm.