



Board of Library Trustees

June 30, 2015 – 3:30 p.m. – **Minutes**

New Bedford Main Public Library, 613 Pleasant Street

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

Guests: Judy Goodman, Head of Special Collections
Kristine Arsenault, Mayor's Office

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

Ms. Melo introduced Jody Goodman, the new Head of Special Collections/Archivist. Ms. Goodman was enthusiastically welcomed by the Trustees. She starts her position on July 1.

Dr. Fletcher made a motion to accept the minutes of the May Trustees' meeting, it was seconded by Mrs. Fraga, and unanimously approved. Mr. Cruz requested that all guests be identified as to what organization they represent.

STAFF REPORTS

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

Mrs. Fraga inquired about the cracked window at Lawler. DFFM will be fixing this window. Father Harrington noted that the library sign on Route 6 pointing toward Lawler was damaged and would need to be fixed. Ms. Arsenault noted that and said she would request that it be fixed.

Mrs. Rogers complimented the manager at Howland-Green for visiting the Renaissance School literacy night. Mr. Cruz was concerned about the Bookmobile missing stops in May. Most of those missed stops were due to issues at the school, such as lack of parking. He suggested sending the Bookmobile schedule to the superintendent.

Mrs. Fraga mentioned the problem patron at Casa da Saudade. Ms. Melo is working with the City Solicitor to send a "No Trespass" letter to the teen's parents. After a hearing date with the Trustees, the Board would vote whether or not to ban this patron for a certain period of time. Father Harrington inquired about the process for the hearing. The Trustees would consult with the City Solicitor, have all relevant reports and documentation and discuss these in relation to the library's rules and regulations. Decisions about whether or not to ban a patron will be made on a case by case basis.

Ms. Malo has met with the Community Police Officer to discuss security concerns at Casa. The officer plans to make the library a regular stop on his rounds. The Board would like Ms. Malo to write up something about the Books for Brava so that the Trustees can officially approve it.

Mr. Cruz was impressed by the number of volunteers at Lawler, and asked if all the libraries have volunteers. Ms. Melo replied that they do, but not all have as many as Lawler.

Mr. Cruz passed around a book, *Native American Whalers and the World*, by Nancy Shoemaker, that was given to the library, as there was a library-owned painting in it.

The staff reports were approved unanimously.

COMMITTEE REPORTS

1. **Art:** Dr. Fletcher, Chair – Dr. Fletcher felt that the Art Committee needs to update their policies. Ms. Melo said that the Policies Committee should meet first. Mr. Cruz pointed out that the special collections policy also falls under the art policy. Ms. Horton-Simms said that the library should be prepared for people wanting to see the “Manjiro” photo. The library can put a copy of the photo in the display case. Ms. Hodson had done a nice Daniel Ricketson display, and was in the process of preparing a display for Cape Verdean Recognition Week.
2. **Bookmobile:** Mrs. Rogers, Chair – Nothing to report.
3. **Building:** Ms. Horton-Simms, Chair – The carpeting bids have come back, and the lowest bid was from a company that plans to cut around the stacks rather than use a lift. The carpet is identical to the one shown to the Trustees previously. The money for the carpeting was transferred from the FY15 Budget to the Capital Fund in FY16. The symphony concerts in the courtyard of the Main Library are well attended.
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5. **Finance:** Mrs. Fraga, Chair – Nothing to report.
6. **Gifts:** Father Harrington, Chair – A book about Harry Neyland was given by an anonymous donor. Mrs. Fraga made a motion to accept this gift and the Shoemaker book noted in Janice Hodson’s report; the motion was seconded by Father Bebis and approved unanimously.
7. **Personnel:** Mrs. Rogers, Chair – The paperwork for the Head of Information Services is at the CFO’s office. Matthew Moniz was transferred to Lawler to fill the position left open by Donna Cordeiro’s retirement. His position needs to be posted in-house, then publicly if no staff member transfers to that open position. There are also two 12-hour vacancies – one at Howland-Green and one at the Main Library Children’s Room.
8. **Policy:** Ms. Blake, Chair. Ms. Blake will review the policies that were finalized after May’s public meeting. Ms. Melo has given a copy of the revised policies manual to the managers and will continue to add to it as policies are revised.
9. **Scholarships:** Ms. Henry, Chair. Ms. Melo received the letter about the Yaeger scholarship and will give it to Ms. Henry. The next step is to post the scholarship’s availability internally for staff, then to the network if there are no staff applicants.
10. **Security:** Father Bebis, Chair. Father Bebis will meet with Ms. Melo on security issues. The security system at the Howland-Green Branch was updated by All-Security as the panel was out of date.
11. **Director’s Report:**

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

The FY16 Budget hearing with the City Council was brief with very few questions from the Council. The Auditor’s office required some information that was missing in their office to close out the books on the Thompson St. project. This project is done.

The request to transfer the \$89,000 from the FY15 to the FY16 Capital Improvements line was approved, allowing the rug project to move into FY16.

A waiver of residency was requested from City Council, for Jodi Goodman, Head of Special Collections. The council voted yes unanimously given Ms. Goodman's specialization and our pressing need for someone to oversee this collection. We have several 12 hr vacancies which are impacting service levels at the locations due to it being vacation season. Staffing has been a bit of a challenge for the Branch Managers.

The collection is continuing to be evaluated across the system. Additions to the collection will include e-content due to popular demand. Policies are being discussed with staff. This month's focus was the Internet policy to help staff deal with patrons overriding the reservation system.

The Director's Report was unanimously approved.

OLD BUSINESS

The City is closing out the FY15 budget. There is a little bit of money left that Ms. Melo can put towards new services, such as mobile printing, as well as new canvas delivery bags.

The FY16 budget has been cut by 3% but City Council voted to make additional cuts to Mayor's budget. The library, along with other departments, is waiting to hear from the CFO's office on how this will impact the FY16 Budget. The submitted budget already had some service level cuts, so if additional cuts have to be made, the library will have to look at layoffs.

The "No Trespassing" sign has been placed on the front steps, and the "No Smoking" sign have been put up around the building. The branches will be getting an upgrade of the wireless system. The library purchased 10 new computers which will be divided between the 5 locations according to need. The rotunda lights have not yet been fixed and Ms. Melo is still working with DFFM on a solution to the Main bathrooms. The bidding for security gates is on hold until after the rug project is complete.

The Bookmobile will be in the Cape Verdean Parade on Sunday, July 5, and will possibly be in the parade for the Feast of the Blessed Sacrament on August 2.

Father Harrington said that the book club for homeless people is going well. They meet at the Salvation Army and have 8 facilitators. There are about 10 participants, and are generally in their late teens to early 20s. Mr. Cruz said that Father Harrington is welcome to take books from the libraries' book sales if he sees any that he would like for his program.

NEW BUSINESS

The library needs to upgrade the alarm panels at all the locations in the near future because the current panels are nearing "end-of-life" for replacement parts.

On July 11th, at 2:00 p.m. the Trustees will be hosting the portrait unveiling of Thomas Lopes.

COMMUNICATION

There was a letter sent to Mr. Bergeron on May 28th on behalf of the Board of Trustees acknowledging the acceptance of his donation of books in memory of his wife Mary-Ellen Bergeron, former library Trustee.

NEXT MEETING:

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

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

Meeting adjourned at 5:30 pm.