



Board of Library Trustees

September 17, 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
Diana Henry
Helen Rogers
Olivia Melo, Director
Karen Stefanik, Head of Branches

Excused: Rev. Kevin Harrington
Jill Horton-Simms

Guests: Kristine Arsenault, representing Mayor Jon Mitchell
Joan Halter, President of the Friends of the New Bedford Free Public Library

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

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

Ms. Halter gave the report of the Friends of the New Bedford Free Public Library. Ms. Halter will be ordering book bags of a different color to better coordinate with the library. The price will remain the same. The Friends gave \$600 to the library for summer programming. The annual meeting will be on September 22, with a cooking demonstration. She is hoping many people will come. Mr. Cruz suggested spreading the word about the program through Phil Paleologos on the radio. There will be a Downton Abbey fundraiser in January 2016, and a Sherlock Holmes fundraiser in conjunction with the Zeiterion Theatre in March. The Friends will look into holding adult education classes next year.

Three out of the four Little Free Libraries are doing very well. The books in the Brock Avenue Little Free Library are being taken, but none put back by users. Ms. Halter and Howland-Green Library manager Kathleen Vernon both replenish the books on a weekly basis.

Mrs. Rogers said that the library had held a play several years ago that was a successful fundraiser, and Ms. Halter said she is willing to look into all new ideas. The Friends has a small board which can make it difficult to plan and execute events.

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

STAFF REPORTS

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

Mr. Cruz noted the high number of people coming into Wilks and Howland-Green. The numbers for the teen rooms were low; Ms. Melo said that with a new teen assistant, there will be more programming and those numbers will increase. Mr. Cruz asked about the patron who has been banned at the Casa Library. That person has not returned to the library.

Mrs. Fraga asked if there is now a custodian at Lawler, and about the cracked window. There is a part-time custodian at Lawler. DFFM has gone around to all the libraries, including Lawler, to note what needs to be fixed. There is no warranty on the glass.

The staff reports were approved unanimously.

DIRECTOR'S REPORT

Father Bebis made a motion to accept the Director's report and it was seconded by Mrs. Fraga.

A patron was served a "No Trespass" at the Main Library. The Casa patron has been banned for three months, and staff has been instructed to contact the police if he appears at the library before the end of that time frame. The Security Committee met. The scholarship fund documentation was submitted to the bank. The Conversation Circles program at the Casa Library ended as the library can no longer sustain using Library Assistant funds to cover this program. Due to the system as a whole being short-staffed, the staff member running this program is now assigned as a part-time Library Assistant at Howland-Green. Nidia Simoes, a former part-time Library Assistant at Casa is now full-time, splitting her time between Casa and Wilks. The new Teen Assistant splits her time between Howland-Green and Lawler.

The library's computer upgrades are ongoing. There have been some glitches with the upgraded printing system due to the age of the staff computers, and MIS staff cannot always get to the branches in a timely manner. Ms. Melo might look into other service options since we have 5 service outlets which require technical assistance. The mobile printing service (PrinterOn) is working well, as is pay by credit card. Both are advertised on the library's web site.

Ms. Melo and DFFM walked through each library building to see what needed to be fixed and/or placed on the capital improvement plan. Casa's handicapped walk has been repaved, and the back window at Main's driveway door has been replaced.

The Director's Report was unanimously approved.

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – Nothing to report. The Committee will be working on an Art Policy.
- 2. Bookmobile:** Mrs. Rogers, Chair – Nothing to report.
- 3. Building:** Ms. Horton-Simms, Chair – See below under "Old Business."
- 4. Finance:** Mrs. Fraga, Chair – Nothing to report.
- 5. Gifts:** Father Harrington, Chair – Nothing to report.
- 6. Personnel:** Mrs. Rogers, Chair – Nothing to report.
- 7. Policy:** Ms. Blake, Chair. The Policy Committee is working on a Memorandum of Understanding with the Art Museum. Dr. Fletcher will review the art loan policy, which the Trustees will vote on during the October meeting.
- 8. Scholarships:** Ms. Henry, Chair. The paperwork has been sent to the bank to request checks to be sent to the students' schools. Ms. Melo will check with the students to see if they have received them.
- 9. Security:** Father Bebis, Chair. Ms. Melo met with Father Bebis to discuss security issues. The alarm at Main was installed 20 years ago, and will need to be replaced soon.

OLD BUSINESS

Issues with the FY6 budget were resolved, resulting in our pending staffing requisitions being released from the CFO's office. Mr. Cruz thanked the Trustees who were able to contact City Councilors. The Mayor

signed off on the 12-hour Library Assistant positions. There was an additional \$10,000 cut by the City Council from the library's electricity budget.

Main Library's recarpeting project has been tabled. Floor 2R was left out of the winning bid, which means the project must be rebid. Due to some issues with flooding on the 1st floor due to heavy rainstorms and inadequate drainage, the specs for the rug replacement will have to be revised as well and will be done by DFFM to insure proper materials are used.

Ms. Melo has worked with DFFM and has a floor plan for the bathrooms in the Main Library. The work will be done in the winter. Mrs. Fraga made a motion to approve the plan, it was seconded by Dr. Fletcher, and unanimously approved.

The Main Library now has two custodians. The evening custodian is only at the library, but the day custodian is shared with another building. Bill, the evening custodian, has been polishing the brass rails and knobs around the building and is an additional body in the evenings.

The music in the courtyard over the summer went very well, and Ms. Melo is hoping to do it again next summer. Mrs. Fraga asked about the lights in the rotunda. Ms. Melo replied that she is still waiting for the electricians.

NEW BUSINESS

Ms. Melo had a couple of books for the library. One was a Portuguese book about the revolt in Cape Verde; this book will be given to Casa. Two books in French written by the Princess of Cameroon were also donated and will be kept in Special Collections at Main.

COMMUNICATION

The Library received a card from the family of Thomas Lopes expressing thanks for the portrait unveiling ceremony. There was also a letter from the Fire Chief thanking Howland-Green for providing temporary shelter for families that had been evacuated from their home.

Director Olivia Melo, will be on vacation September 24th to October 6th. During her absence, Karen Stefanik will be overseeing all Branch matters and Dale Easton will be overseeing the Main library. The Mayor's office will be notified of the vacation status and the name of the staff in charge during the Director's vacation.

EXECUTIVE SESSION

At 4:50 pm, Mrs. Fraga made a motion to break into an executive session to discuss Ms. Melo's three-month evaluation, it was seconded by Ms. Blake and unanimously approved. The session ended at 5:00pm. All Board members answered yes.

The regular meeting reconvened at 5:01 pm

NEXT MEETING:

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

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

Meeting adjourned at 5:06 pm.

Clerk,
Diana Henry