



Board of Library Trustees

November 24, 2015 – 3:31 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
Carmen Brodeur

Excused: Rev. Kevin Harrington
Jill Horton-Simms

Guests: Kristine Arsenault, representing Mayor Jon Mitchell
Joseph Fernandes
Dale Easton
Brian Guillotte
Taylor Silva
Hank Riley

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

Dr. Fletcher made a motion to accept the minutes of the October Trustees' meeting and it was seconded by Mrs. Fraga. Mr. Cruz noted small corrections to be made. The minutes were unanimously approved.

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

Before getting to the staff reports, Dr. Fletcher made a motion to go out of order on the agenda so that the guests did not have to stay for the entire meeting.

Brian Guillotte and Taylor Silva were the recipients of the Yaeger Scholarship. Each one stood up to tell the Board about themselves and what their focus is in library school. They also took a picture with Diana Henry as the representative of the Scholarship Committee.

Mr. Cruz recognized Joseph Fernandes, New Bedford's Head of Circulation who will begin taking classes towards his Master's degree in Library and Information Science at Simmons University in January.

STAFF REPORTS

The meeting returned to the regular agenda. Mr. Cruz was impressed by Casa's report noting how positive it was. Mrs. Fraga made a motion to accept the reports and seconded by Ms. Blake. The staff reports were unanimously approved.

DIRECTOR'S REPORT

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

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – Nothing to report. The Committee will be meeting in December.
- 2. Bookmobile:** Mrs. Rogers, Chair – Ms. Stefanik reported that the night stops end in November, but will hopefully resume in the spring.
- 3. Building:** Ms. Horton-Simms, Chair – See below under “Old Business.”
- 4. Finance:** Mrs. Fraga, Chair – Mrs. Fraga wondered if the estimate for the rug had changed, but it has not.
- 5. Gifts:** Father Harrington, Chair – Ms. Blake reported for Father Harrington. There were two items donated. Wareham native Eleanor Lopes Akahloun donated her book, *The Magic of Dreams*. The second book is *Picturing Frederick Douglass* by John Stauffer. This book is donated by the New Bedford Historical Society for the History Room. Father Bebis made a motion to accept the gifts and to send letters of acknowledgement to the donators, it was seconded by Dr. Fletcher and unanimously approved.
- 6. Personnel:** Mrs. Rogers, Chair –The Personnel Committee recommended Dale Easton for the open Head of Information Services position. His vacancy will be offered to a candidate that interviewed well for the position but did not possess the supervisory experience. Mrs. Rogers asked about the status of changing the 12-hour positions to 15-hour positions. Ms. Melo replied that this request will be for next fiscal year. Mrs. Fraga made a motion to accept the recommendation of the Personnel Committee, and it was seconded by Ms. Blake, unanimously approved.
- 7. Policy:** Ms. Blake, Chair. Ms. Blake met with Noelle Foye, executive director of the Art Museum to discuss the Memorandum of Understanding. They will meet again in January.
- 8. Scholarships:** Ms. Henry, Chair. See above regarding Yaeger scholarship recipients. Ms. Cruz noted that it was nice to meet the recipients in person.
- 9. Security:** Father Bebis, Chair. Nothing to report.

OLD BUSINESS

Ms. Melo met with Ken Blanchard, Helena DaSilva Hughes from the Immigrants' Assistance Center, and a representative of the Portuguese School to discuss the responsibilities of each group, including the library, as tenants in the Sister Avelar Building. Each tenant will have a designated space and a yearly license agreement. Mr. Cruz said that the Building Committee should see the agreement. This formal division of space also means that the utilities will be divided up equally. Ms. Henry made a motion to allow Olivia to be the library's representative on this license, it was seconded by Ms. Blake and unanimously approved. DFFM will change the sign on the building, so that the title of the Sister Avelar Building is first, followed by the tenants' names.

The Building Committee met with Mark Champagne and Ken Blanchard regarding the water entering on the first floor of the Main Library. It was decided that the carpet would be in two bids. The second floor and

2R would be one bid. Once DFFM fixed the issue on the first floor, then that rug replacement will be put out for bid. Mr. Cruz noted that the library should make sure to work closely with DFFM on building issues as they are in charge of the buildings. The renovation of the first floor restrooms in the Main Library will probably take place in spring.

Mr. Cruz expressed concern about the budget and state aid. Ms. Melo noted that the library's budget was cut by 4.2% in FY16, but the city budget itself actually went up 2%, thereby creating a 6.2% cut. This requires a waiver with the MBLC, and representatives from the Trustees, the library, the mayor's office and the CFO's office will need to meet with MBLC in January. This will also impact what New Bedford receives in MEG LIG funds next year.

Mr. Cruz inquired about the progress of the library's strategic planning. Ms. Melo is compiling information on consultants as requested by Mayor Mitchell to help develop a strategic plan for the library. Ms. Blake, Ms. Henry and Ms. Melo will meet in January to initiate process.

NEW BUSINESS

Mr. Cruz suggested that the Security Committee meet separately to discuss upgrading the security cameras at the Main Library.

Because Christmas Eve and New Year's Eve are both half days on Thursdays, Ms. Melo requested that the branches be allowed to open earlier and follow the same schedule as the Main Library. This motion was made by Dr. Fletcher, seconded by Mrs. Fraga and unanimously approved. All New Bedford libraries will be open 9:00am – 12:30pm on those days.

Ms. Melo said that the city will have new performance evaluations in 2016, and Department Heads are attending training sessions on the form.

Mayor Mitchell presents a "New Bedford Way" award, and asked city department heads to nominate innovative staff. Ms. Melo nominated Pauline Robillard for creating a new system for filing Howland-Green's DVDs for very little money. Mrs. Fraga made a motion that the Trustees should send Mrs. Robillard a letter recognizing her achievement, it was seconded by Dr. Fletcher and unanimously approved.

COMMUNICATION

The Board received thank-you notes from the scholarship recipients.

Mr. Cruz invited member of the public Hank Riley to bring any issues before the Board, but he declined.

Mr. Cruz noted chairs missing from the Trustees' Room, and a broken piece on the chest of drawers. Ms. Melo will look into getting these items fixed. Dr. Fletcher complimented the Main Library's custodian, as the building is much cleaner.

Mr. Cruz asked Kristine Arsenault if there was anything the Trustees needed to be aware of. She noted that the FY17 budget process will not be easy as there are fixed costs over which the city has no control, but needs to factor into the budget. The process starts in March.

Ms. Melo will be decorating the window in the Children's Room for downtown's window contest. The Main Library will be having an open house on AHA Night.

NEXT MEETING:

Regular meeting: Tuesday, December 29th at 3:30pm at the Casa da Saudade Library.

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

Meeting adjourned at 4:35 pm.

Recording Secretary
Diana Henry