



Board of Library Trustees

December 29, 2015 – 3:30 p.m. – **Minutes**
Casa da Saudade Library, 58 Crapo Street

Present: Carl Cruz, Vice-Chair
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
Carmen Brodeur

Excused: The Very Reverend Father Constantine Bebis

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

Dr. Fletcher made a motion to accept the minutes of the November Trustees' meeting and it was seconded by Mrs. Fraga. Mr. Cruz noted small corrections to be made. The minutes were unanimously approved with the noted corrections. Mr. Cruz also noted that the Trustees' minutes need to be signed by Ms. Henry as recording clerk.

Joan Halter, President of the Friends of the New Bedford Free Public Library, was not present at the meeting, but Mr. Cruz noted that their Downton Abbey benefit was coming up soon and encouraged the Trustees to attend if possible.

STAFF REPORTS

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

Ms. Melo pointed out an item in the History Room report. The Old Weather Whaling (OWW) digital project through the National Oceanographic and Atmospheric Administration (NOAA) contacted Jodi Goodman, Head of Special Collections in regards to our collection of arctic whaling logs. Ms. Goodman has made some progress on organizing and becoming familiar with the collection and its access. There is still quite a bit of organization that has to take place in the History Room, including the evaluation of these (129) logs to determine if they are accessible. NOAA's project is in the very early stages and this will allow us the opportunity to partner in the project as Ms. Goodman uncovers what is in the collection. Ms. Goodman, Ms. Melo and the Trustees are all very interested in participating in this project.

Mr. Cruz suggested that this should be another issue on the Art Committee agenda, which should meet before the next Trustees' meeting.

In the Wilks report, Mr. Cruz noted the proctoring of an exam for a student taking a class from the Inter American University of Puerto Rico as an additional service the branch provides. He also inquired on the status of the staff member who fell due to the sidewalk repaving outside the branch. The employee's paperwork

and incident report are all on file with the city Solicitor's office and the construction company came soon after to fill in the holes left behind. The final top coat on Irvington Court cannot be poured until spring.

Ms. Rogers complimented Howland-Green's manager on her outreach, and Lawler's manager on the chess and coloring programs.

A new 12-hour Library Assistant has started at Casa and is in training. Ms. Melo noted the increase in nonfiction circulation at the Main Library, due to Mr. Easton purchasing more nonfiction material. Mr. Cruz noted the upcoming art exhibit by photographer Al Caplan as a way to reach out to the Jewish community.

The staff reports were unanimously approved.

DIRECTOR'S REPORT

The library's meeting with MBLC about the waiver is on January 14. Ms. Melo will be meeting with Ari Sky on January 5th to review the presentation materials. The library's budget did not meet the requirement due to the cut being above the 5% accepted by the MBLC. The overall cut to the library's budget was 6.2% requiring a presentation in person at the Board of Library Commissioners hearing for a waiver of the Municipal Appropriation Requirement.

There were three incident reports over the last two months resulting in patrons getting No Trespass notices placed on file with the NBPB. The individuals did not appear for their hearing and were served a one year No Trespass notice for all New Bedford libraries.

The agreement for the use of the Sister Avelar building has been signed by all parties involved. Each group is responsible for their own space – utilities, problems, etc. DFFM will be the contact point for any issues regarding space, not library staff. As a city department, the library oversees the meeting room, and has first priority for that space. Mr. Cruz inquired about the shortage of tables and chairs in the room. Ms. Melo stated they were divided up to be used by the Immigrants Assistance Center for their computer classes. Mr. Cruz stated the furnishings did not belong to the city and should not be shared with other departments in the building. They were purchased for the Casa da Saudade meeting room with funds from the Trustees Fund. Ms. Melo will contact DFFM to alert them to this fact.

Ms. Melo wanted to point out that Debby Conrad recognized Lawler staff member, Matt Moniz's work at a recent network meeting for his assistance with the delivery routing slips.

The Director's report was unanimously approved.

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – The Committee met in December. The Committee plans to work on an acquisitions policy. There will be advisors from the informed public to offer opinions on the policy, such as a local artist and an art historian. There will be no more additional portraits (apart from those already in progress) until the acquisitions policy is finalized.
- 2. Bookmobile:** Mrs. Rogers, Chair – Ms. Stefanik is gathering quotes to get the Bookmobile seats reupholstered.
- 3. Building:** Ms. Horton-Simms, Chair – Ms. Horton-Simms and Ms. Melo met with Mark Champagne about the carpet. The bidding will be in two stages. The water problem on the first floor will hopefully be fixed by the spring, and the second bidding can go out at that time. The bathroom remodel will also likely happen in the spring.

4. **Finance:** Mrs. Fraga, Chair – Mrs. Fraga reported that the Trahan CD is up at the end of January, and the Bebis fund is up at the end of February. The Barnett fund is up at the end of May, and Mrs. Fraga would like the name of any Barnett scholarship recipients by that time.
5. **Gifts:** Father Harrington, Chair – Dr. Fletcher donated a copy of his nephew, Ralph Fletcher’s picture book *The Sandman* to the Wilks Library. Father Harrington inquired if the library needed bookmarks, which are donated by the New Bedford Credit Union. Ms. Melo said the library does not need any at the moment, and usually the printer will let her know when they are running low.
6. **Personnel:** Mrs. Rogers, Chair – The open position in the reference department is in the process of being filled. The position description was updated, and is awaiting approval at city hall.
7. **Policy:** Ms. Blake, Chair. The Policy Committee will meet with Ms. Melo in January about strategic planning. The Mayor has requested researching independent consultants to assist with the library’s long-range plan. Ms. Melo has compiled the documentation of potential consultants and submitted it to the Mayor’s office. The prices ranged from \$500 - \$24,000.
8. **Scholarships:** Ms. Henry, Chair. Nothing to report.
9. **Security:** Father Bebis, Chair. The current cameras at the Main Library are reaching their end of life. They need to be upgraded to digital. Ms. Melo had a company come in to get an estimate, and will get a proposal from the library’s current provider.

OLD BUSINESS

Mr. Cruz inquired if there had been any comments from the public about the library being closed on Saturday, December 26, but there were none.

NEW BUSINESS

Janice Pina is retiring effective January 2, 2016. She will be at the next Trustees’ meeting. Ms. Melo revised her job description so that it would be for the Children’s Room, not a generic Library Assistant position. She has sent this to Personnel to be approved. There is a mandatory 30-day waiting period in the CFO’s office before filling any open position.

Ms. Melo recognized Timarie Malo’s work at the Casa da Saudade Library with the collection and programming. Mrs. Fraga made a motion to send Ms. Malo a letter from the Trustees thanking her for her work at Casa, it was seconded by Ms. Horton-Simms and unanimously approved.

The FY17 city budget process will kick off after the New Year. The budget is unlikely to improve. Ms. Melo has asked for money transfers from the personnel account to go towards materials and computers. She is hoping to turn the 12-hour Library Assistant positions into 15-hour positions. Ms. Melo will be asking for enhancements to the budget, including a children’s librarian, updated security at Main, and security gates at the branches.

Ms. Horton-Simms said she is still seeing smokers around the Main Library, and asked if there could be more signs put on the building. It is a historical building though, so that might be an issue. Once the current signs have been in place for a full year, Ms. Melo feels there will be a significant improvement.

COMMUNICATION

The Trustees received a letter of thanks from Dale Easton. Mrs. Fraga made a motion to add this to his file, it was seconded by Ms. Henry and unanimously approved.

Mr. Cruz asked Father Harrington to lead the Trustees in a moment of silence in honor of Police Chief Provencher.

NEXT MEETING:

Regular meeting: Tuesday, January 26 at 3:30pm at the Wilks Library.

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

Meeting adjourned at 4:45 pm.

Recording Secretary

Diana Henry