



Board of Library Trustees

February 23, 2016– 3:30 p.m. – **Minutes**
Howland Green Branch, 3 Rodney French Blvd.

Present: Carl Cruz, Vice-Chair
Very Rev. Constantine S. Bebis
Elsie R. Fraga
Diana Henry
Helen Rogers
Fr. Kevin Harrington
Jill Horton-Simms
Dr. John Fletcher
Lee Blake
Olivia Melo, Director
Carmen Brodeur, Account Clerk

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 3:34 pm.

Dr. Fletcher made a motion to accept the minutes of the February Trustees' meeting, it was seconded by Ms. Blake.

Ms. Halter gave the report of the Friends of the New Bedford Free Public Library. Ms. Halter said the Friends of the NBFPL is partnering with the Zeiterion Theater for a fundraiser. On March 20th, the Zeiterion is hosting a performance of the Adventures of Sherlock Holmes. The Z will share a portion of their ticket sales with the Friends of the NBFPL. As a pre-show fundraiser, the Friends have been invited to host a wine & cheese event which will include meeting some of the cast members. Phil Paleologolous has been invited to moderate the discussion and conduct an auction of donated items to help raise additional funds.

Mr. Cruz asked Ms. Halter if the Friends will continue to support library programs. Ms. Halter said that is the purpose of the fundraisers and she is working with Ms. Melo on possible future programs and funding needs the library might have.

Ms. Horton-Simms asked Ms. Halter if the Friends can pay for the art committee meeting lunch expense. Ms. Halter answered Ms. Horton-Simms that right now the focus of the Friends is to raise money for children's programs and not for a meeting lunch expense.

Ms. Halter asked suggestions and or ideas for the William Street Festival which will be held in September. Ms. Melo said she will work with the Friends to plan for this event. Dr. Fletcher offered to have a 'Little Free Library' installed on his front lawn. Ms. Halter said will discuss this at their Board meeting in March.

STAFF REPORTS

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

Mr. Cruz asked Fr. Harrington to say a prayer in memory of Norman Bergeron the husband of the late Trustee, MaryEllen Bergeron and Paul Fletcher, Dr. John Fletcher's brother, who passed away during the month of February.

Ms. Melo asked the Board to note that Ms. Alyssa Silva, Library Assistant for Teen Services, is to be congratulated and recognized as she has attracted many teens to use the centers at Howland-Green and Lawler. Ms. Melo added that Ms. Silva does all of the teen planning, programming, scheduling, development, etc. independent of the managers and has had high numbers attend the events.

Ms. Henry asked Ms. Melo if the issue with disruptive teens at the Howland Green branch library had been resolved. Ms. Melo informed the Board that the police are notified and are aware of the situation and are escorting the kids out of the building.

The Staff reports were unanimously approved.

DIRECTOR'S REPORT

Ms. Henry made a motion to accept the Director's report and it was seconded by The Very Rev. Bebis.

Ms. Melo said she met with City CFO, Ari Sky to review the hearing process with the MBLC for the waiver of the Municipal Appropriation Requirement. The presentation with the MBLC went well due to New Bedford being represented at the meeting with the Trustee Vice- Chair, the Library Director and the City's CFO, Ari Sky.

A meeting was held with Dale Easton, Head of Information Services to review the computer upgrade needs for the Reference department. Most of the machines are running on Windows XP, which is no longer supported, and are in danger of crashing. The terminals at the desk handle the major workload for the department and include the video security system, the computer reservations, the print release and the Sirsi workflows. MIS has been contacted to determine when these units could be replaced and was given the okay by Maria Pina-Rocha, Department of Management Information Systems to purchase the equipment via the Sails library Network. Ms. Melo said the vendor that Sails uses is able to provide the library with very economical pricing for machines meeting the specs the city requires. Six computers were ordered to begin the process of replacement and another 12 will be ordered in the upcoming month. MIS will do the installation as time permits.

The FY17 budget performance measures, the enhancement requests, personnel budget and overall expenditures budget were submitted to the CFO's office.

Ms. Melo is working with the Reference department staff on the downstairs compact shelving. The handles on the compact shelves are broken and units have to manually open in order for staff to have access to the collection housed in these units. The materials in the compact shelving are outdated, some magazines going back to the year 2000 on the topic of home décor and beauty which are no longer needed and are in the process of being weeded by the circulation department to make room for the History Room overflow.

A request to transfer funds from the FY16 Personnel budget to Capital was approved. Ms. Melo said the \$20,000 will be used as follow: \$10,000 towards maintenance agreement lines that were under budget and \$10,000 to purchase new computers.

A meeting was held with a representative from Signet to review the security system for the New Bedford Library and a proposal of \$70,000 which includes all new security cameras and software, was provided. Ms. Melo said another security company presented a proposal of \$25,000 and it includes what the library already has installed and adding more cameras to the areas needed. Ms. Rogers asked Ms. Melo if the cameras from the branches had been purchased. Ms. Melo answered yes and that the security cameras for Wilks and Lawler have not been installed yet due to unavailability of the city electricians.

Ms. Amy Ferguson started her position on Tuesday, February 16th in the Reference department and Ms. Lori Costa started her 12 hour position at the Lawler branch library. There will be a vacant position at Howland-Green as Ms. Pauline Robillard has been promoted to the position in the children's room at the Main library.

Ms. Melo said their first program in the series of Author Talks in January with Eleanor "Penny" Lopes Akahloun was well received with an attendance of 18 people. For the month of February, the Spinner Publications will discuss the Picture History of New Bedford, Vol. 2 and a mystery genre night is planned for March.

Ms. Kristine Arsenault asked Ms. Melo to discuss with the Board the plan to have the Mayor do a video for City Jobs – Library, on Thursday, February 25th. Ms. Melo gave a brief outline of the script which entailed the Mayor working in the circulation department, history room looking at the arctic books, reference department helping patrons with the computers, loading up the van with the van driver, and a tour of the bookmobile. Ms. Melo said she is focusing more in the technology part of the library instead of the old fashion checking in and out books. Another highlight was singer Samantha Johnson from "America's Got Talent" will be the library as a backdrop for her new video.

The Director's report was unanimously approved.

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – Ms. Horton-Simms will be meeting with the Art committee on February 29th. Ms. Horton-Simms asked Mr. Cruz about the lunch expense for the Art committee meeting. Mr. Cruz advised Ms. Horton-Simms to ask the Friends of the NBFPL for the funds to pay for the art committee meeting lunch expense. Both Dr. Fletcher and Ms. Henry suggested having each person in the art committee pay for each of their meal. Ms. Blake donated a gift card of \$25 to the Panera Restaurant to be used for the art committee meeting lunch expense.
- 2. Bookmobile:** Ms. Rogers, Chair – Ms. Melo said the re-upholstering of the seats for the bookmobile were finished on February vacation week.
- 3. Building:** Ms. Horton-Simms, Chair – Ms. Melo met with Mark Champagne of DFFM to review rug and bathroom plan which will be developed by Mount Vernon Architects for early spring bid and project completion prior to June 30th. Ms. Horton-Simms asked if we were to go with the broadloom titles instead of the ones originally picked out, would the Board be okay with the choice. Ms. Fraga asked Ms. Horton-Simms if the titles are the same quality as the ones she originally picked out first. Ms. Horton-Simms said yes. Mr. Cruz reminded Ms. Horton-Simms the money set aside for the rug is fixed.
- 4. Finance:** Ms. Fraga, Chair – Ms. Fraga said the Tyler J. Trahan CD and The Very Rev. Fr. Constantine S. Bebis Fund in memory of his wife Irene H. Bebis CD has been rolled over. The Finance Committee meeting was held on February 16th with Trustee Chair, Elsie Fraga, Olivia Melo, Library Director, Renee Fernandes, City Treasurer, Mark Gendreau, Plimoth Investors Advisors, and David Javaheri, Morgan Stanley to review the investment portfolio and provide copies of the portfolio holdings with current market value and income. Mrs. Fraga said the discretionary fund was set up by the Trustees to be used for retirement gifts and other such needs the Trustees approved to fund for the betterment of the library. This fund is part of the donation account handled by the City Auditors office and subject to the travel & expense reimbursement policies, procedures and guidelines (version 1.0) adopted on September 1, 2015 by the City.
Ms. Horton-Simms asked if someone wanted to donate money to the Library Trustee discretionary donation account, how is the check to be written. Ms. Melo said the check is to be written to the City of New Bedford Public Library. Ms. Horton-Simms asked what the process is for a vendor to be paid out of the library discretionary donation account. Ms. Melo stated that an invoice from the vendor and a W-9 form would

have to be received for payment and check would be issued within a couple of weeks. Reimbursements for services paid out-of-pocket are subject to the policy. Ms. Kristine Arsenault added the objective of this initiative was to eliminate redundancy in current travel and reimbursement procedures and to improve the overall process for approving and administering outside travel and employee reimbursements.

5. **Gifts:** Father Harrington, Chair – Nothing to report
6. **Personnel:** Ms. Rogers, Chair – Nothing to report
7. **Policy:** Ms. Blake, Chair – Nothing to report
8. **Scholarships:** Ms. Henry, Chair – Nothing to report
9. **Security:** Very Rev. Fr. Bebis, Chair – Nothing to report

OLD BUSINESS

Ms. Melo said the rug and restrooms project is on hold.

Ms. Melo said the MBLC has sent the first State Aid award payment to the New Bedford Public Library in the amount of \$76,200.25.

Ms. Melo said the History Room is an ongoing project. Ms. Melo said Ms. Jodi Goodman, Head of Special Collections has done great amount of work and is visible.

NEW BUSINESS

Ms. Melo said she has submitted to the CFO's office six enhancements requests and performance measures for the FY17 budget. One of the enhancement requests is to fund a Children's Librarian. Another request is to change the 12 hour positions to 15 hours as this will help retain these part timer employees longer. Other requests are, incorporating the teen coordinator back into the budget instead of funding it with State Aid, and increasing the insurance on the Art collection. The expenditures for the FY17 operating budget is level funded. The hearing for the budget with the Mayor is scheduled for March 28th.

Dr. Fletcher advised Ms. Melo to submit a letter to the School department regarding the possibility of Bookmobile funding of \$25,000 as per past custom. Ms. Melo asked Dr. Fletcher to email her the exact language to used in the letter to the school department.

Dr. Fletcher made a motion to accept that a letter be sent to the School department asking for funds as done in the past, it was seconded by Ms. Fraga and unanimously approved.

COMMUNICATION

Ms. Blake advised Ms. Melo about a possible grant opportunity.

Mr. Cruz asked Ms. Melo to invite Ms. Kathleen Vernon, Howland Green Branch manager into the meeting to personally thank her for doing a great job at her branch.

Dr. Fletcher acknowledges Ms. Vernon stating that the building looked nice an airy and that she has done a lot with very little. Ms. Horton Simms donated a few boxes of children's books to the Howland Green branch library. Mr. Cruz asked Ms. Vernon if there was anything she needs and or would like for her branch.

Ms. Vernon answered she would like to request \$500 to pay a dance instructor for one of the teen event programs.

NEXT MEETING:

Regular meeting: Tuesday, March 29 at 3:30pm at the Lawler Branch Library.

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

Meeting adjourned at 5:15 pm.

Diana Henry