



Board of Library Trustees

March 29, 2016– 3:31 p.m. – **Minutes**

Meeting Room, Lawler Branch Library, 745 Rockdale Avenue

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

Excused: Dr. John Fletcher

Guest: Kristine Arsenault, representing Mayor Jon Mitchell
Kenneth Blanchard, Department of Facilities and Fleet Management (DFFM)
Jorge Figuerido, Mount Vernon Group Architects
Susan Baker, Mount Vernon Interior Designer

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

Mr. Cruz requested a motion to take the meeting out of agenda order to offer the floor to the guests. Ms. Blake made a motion to accept, it was seconded by Ms. Henry and unanimously approved.

Mr. Cruz said the rug project has been pending for over a year due to the previous bid not being prepared correctly. DFFM, as the entity responsible for the maintenance and projects in development for all city buildings, has stepped in and involved the Mount Vernon Architects group to prepare a bid with the correct specifications. The Board can offer suggestions as advisors on the project. Mr. Cruz asked Mr. Blanchard to introduce himself and his guests;

Kenneth Blanchard, Department of Facilities and Fleet Management (DFFM) Director, Jorge Figuerido, Mount Vernon Architect Group, Associate Principal, and Susan Baker, Mount Vernon Group, Interior Designer.

Mr. Blanchard explained the purpose of his department and how it was established by the Mayor to focus on all City buildings, which includes the Art Museum and Downtown Police station roof repair, the windows at City Hall, the Zeiterion and many other city owned properties.

Mr. Blanchard said Mark Champagne of (DFFM) manages the process with the architects as there are laws to abide by when it comes to public money. Mr. Blanchard said he had not heard about the library rug project from previous library administration, until Ms. Melo arrived as the library director and made him aware of it. He added it has been a pleasure working with Ms. Melo as she is very knowledgeable.

Mr. Blanchard asked Mr. Cruz if it was okay for him to contact and meet with Ms. Melo once everything is in place for the rug project or does he need to wait until the next Trustee meeting in April for the Board's approval. Mr. Cruz answered no; Mr. Blanchard can contact and meet with Ms. Melo. Mr. Cruz advised Ms. Melo to keep him and Ms. Horton-Simms informed.

Ms. Susan Baker, Mt. Vernon Interior Designer, demonstrated a drawing specifying four areas of the library. Ms. Baker suggested a more historical, organic carpet tile for the second floor, reference area and Ingraham Hall. For the two Children's rooms, a tile with a more vibrant color and thirdly, the stacks area with a more natural color. Ms. Baker added the rugs are guaranteed for stain resistance and durable. Samples of the rugs meeting the criteria for the bid were shown to the Board and some discussion followed regarding design elements which will be formally discussed once the bids have been received.

Mrs. Fraga made a motion to continue with the regular Agenda, it was seconded by Father Bebis and unanimously approved.

Ms. Fraga made a motion to accept the minutes of the February Trustees' meeting, it was seconded by Ms. Henry. Mr. Cruz noted some small corrections, and the minutes were unanimously approved with noted corrections.

Mr. Cruz asked both Ms. Melo and Ms. Henry about the Friends Zeiterion fundraiser. Ms. Melo said it was a small turnout due to the weather, but the presentation by the cast members was very educational. Ms. Horton-Simms added the costs for the tickets at The Z were \$25 and not \$15 as advertised and some PR issues may have caused the lack of attendance.

STAFF REPORTS

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

Ms. Fraga inquired about the notation on the Special Collections report regarding the return of the accepted donation of the Brewer book to the library's History Collection. Ms. Melo noted the book was brought to the meeting and handed to Fr. Harrington who will be returning it to the anonymous donor as requested. Mr. Cruz asked Fr. Harrington about this request and Fr. Harrington said the owner asked for the book back to be gifted to Mr. Joe Thomas of Spinner Publications. The owner feels more people will appreciate the book at the Spinner Publications. Mr. Cruz said the book would be more accessible to the public at the library and it was unfortunate that it was requested back after being accepted into the collection by the Board. Mr. Cruz advised Fr. Harrington to make the book owner aware that the library is a safe place and the book would and not mishandled. Ms. Henry asked if in the gift policy it states that donors can request their gifts back. Mr. Cruz said the owner never signed the deed of gift so the owner can change their mind if they have not sign the deed of gifts.

Ms. Horton-Simms made a motion to the return of the book to the anonymous donor, seconded by Ms. Henry and unanimously approved.

The Staff reports were unanimously approved.

DIRECTOR'S REPORT

Ms. Melo reported on the history room closure during the month of February for re-organization and collection assessment. Ms. Melo noted Ms. Jodi Goodman, Head of Special Collections did a phenomenal job in the organizing the room for independent public access.

The FY17 budget packet was submitted in February to the CFO's office. The packet included six enhancement requests, including the request for a Youth Services Librarian and increasing the hours for the part-time employees from 12 hours to 15 hours.

Ms. Amy Ferguson, Librarian II- Reference Librarian, began her employment on February 16th and Pauline Robillard was promoted to the position of Library Assistant II- Children's Services due to Janice Pina's retirement in January. Ms. Pauline brings extensive knowledge and energy to her position given her many years at the branches and on the Bookmobile. Ms. Ferguson has stepped in and managed all aspects of the Reference Department while Mr. Dale Easton was out on medical leave.

Ms. Jodi Goodman, Head of Special Collections has been helping to cover at the reference department desk as needed and will soon be spending some time at the branches to become familiar with the services at these locations.

Ms. Melo said she worked with the Portuguese magazines vendor in New Jersey to discontinue titles for Casa and Howland Green libraries which we are able to acquire from a larger American vendor for ½ the cost.

Ms. Melo said the main library and branches hosted a "Share the Love Food Drive" where they collected non-perishable items to be donated to the P.A.C.E. emergency food bank. This was done in lieu of the food for fines campaign which we will no longer be conducted in November due to its inefficiency. Four mail bins were filled and picked up by the staff at P.A.C.E. Mr. Cruz asked what the inefficiency was and Ms. Melo pointed out that patrons, especially the out of town patrons from Dartmouth and Acushnet, were taking advantage of this and bringing one can to clear a big amount of fines. It was a loss of revenue for the City and did not result in long lost books being returned, which was its original purpose.

Other notable items are the compact shelving being repaired, the 3th in the series of author programs will be held on April 26th, and Ms. Melo will be reaching her one year anniversary on April 6th.

The Director's report was unanimously approved.

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – Ms. Horton-Simms said she met with the Art Committee regarding establishing the Art Collection Acquisition Committee. The Art Collection Acquisition Committee will be established with six members. Ms. Horton- Simms said the members are Janice Hodson (Art curator), Dr. Fletcher (Trustee Chair), Frances Levin (art patron and collector), Pat Thornton (artist), Louis Doherty (artist, exhibition specialist, and curator) and herself Jill Horton-Simms (Trustee). Ms. Horton-Simms said Mr. Roger Mandle has declined to be on the committee but has offered his assistance.
- 2. Bookmobile:** Ms. Rogers, Chair – Ms. Rogers said the generator for the bookmobile is fixed and the upholstering of the seats are done. Ms. Stefanik added that the bookmobile has some loose shelves that need securing and she has spoken last week to the City carpenter. Ms. Melo said the bookmobile staff is back working overtime on Tuesdays and Thursdays. Ms. Melo pointed out that Ms. Tammy Arruda, Library Assistant I, did a fantastic job with the cable access segment.
- 3. Building:** Ms. Horton-Simms, Chair – See above
- 4. Finance:** Ms. Fraga, Chair – Ms. Fraga asked Ms. Melo about the funds from the Trustees Discretionary which were set aside by previous administration to be used for items the library needs which are not included in the appropriated budget. Ms. Melo said she will research it and will get back to Ms. Fraga. Ms. Rogers thanked Ms. Melo for putting together a sheet with all the library funds. Ms. Rogers inquired about the holdings of the library trust funds. Mr. Cruz said we will discuss it at the next Finance meeting and invite Ms. Renee Fernandes, City Treasures.

5. **Gifts:** Father Harrington, Chair – Nothing to report
6. **Personnel:** Ms. Rogers, Chair – Ms. Melo said right now there is a vacancy at Howland-Green library and it will need to be posted in house before it's opened up to the part time staff. Mr. Cruz said he is attending an evaluation training with Sandra Vezina, Personnel Director. Mr. Cruz would like to send an invitation to invite Ms. Sandra Vezina for the next Trustee meeting in April.
7. **Policy:** Ms. Blake, Chair – Nothing to report
8. **Scholarships:** Ms. Henry, Chair – Ms. Henry said the award for the Yaeger Scholarship for this year is \$2,000. Ms. Henry made a motion to have Ms. Melo to post the availability in house for qualified applicants to submit a letter of interest, seconded by Ms. Fraga and unanimously approved.
9. **Security:** Very Rev. Fr. Bebis, Chair – Mr. Cruz asked Ms. Stefanik if the cameras were installed at her location. Ms. Stefanik said some were installed waiting for the City electrician to finish installing the rest. Ms. Melo said she will send an e-mail to remind the electricians.

OLD BUSINESS

Ms. Melo said the restroom project is still pending. She requested on March 7th a transfer of \$10,000 from salaries and wages to supplies building maintenance. This surplus is due to the professional and variable time employee vacancies which will assist in covering for the lumber material cost. The work will be conducted by DFFM staff but the cost of materials needs to be covered through the library budget.

Ms. Melo said the MBLC has sent the second State Aid award payment to the New Bedford Library. This fiscal year the New Bedford Library has been awarded for State Aid a total amount of \$158,846.03 in comparison to last fiscal year and the library was awarded a total of \$149,972.23. These funds are used to pay the renovation bond, purchase materials, equipment and cover staffing that is not part of the appropriated budget..

NEW BUSINESS

Ms. Kristine Arsenault, Assistant to the Mayor said the Mayor Jon Mitchell has received an award from cable Access for the City Jobs program. The Library show is the most recent addition to the series and it has been garnering some positive feedback, in particular the segment on Old Weather Whaling and the Arctic Logbooks we showcased.

Massachusetts Legislative Day at the State House was attended by the Director along with six professional staff members, including Janice Hodson, Karen Stefanik, Kathleen Vernon, Timarie Malo and Joseph Fernandes. New Bedford was distinctly represented at the State House by wearing our NBFPL shirts and posing for pictures on the staircase. The MBLC documented our advocacy on the state's social media sites.

Ms. Melo said she met with the committee to review the current strategic plan which runs 2013-2017 and is about to expired. The time to start a new strategic plan is now and research into independent consultants to work with New Bedford on a new plan has begun.

COMMUNICATION

Mr. Cruz said the three members of the Trustee's are due for reappointment in April by the Mayor wereTrustee's reappointing for the three members appointed annually in April by the Mayor is Ms. Diana Henry, Fr. Kevin Harrington, and Ms. Lee Blake. As part of the reappointment communication to the Mayor, attendance at meetings is required to be documented in the letter. Mr. Cruz noted that Councilor Linda Morad, pays careful attention to the attendance record of Board members. Ms. Arsenault added attendance is important.

Ms. Melo submitted a request for the transfer of funds from Salary and Wages lines to Supplies - building maintenance line in the amount of \$10,000 for the bathroom project was approved.

NEXT MEETING:

Regular meeting: Tuesday, April 26 at 3:30pm at the Main Library.

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

Meeting adjourned at 5:25 pm.

Clerk,
Diana Henry