



Board of Library Trustees

April 26, 2016– 3:32 p.m. – **Minutes**

New Bedford Free Public Library

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

Excused: Diana Henry
Joan Halter, President of the Friends

Guest: Kristine Arsenault, representing Mayor Jon Mitchell

Called to order: Mr. Cruz called the meeting to order at 3:32 pm.

Dr. Fletcher made a motion to accept the minutes of the March Trustee's meeting; it was seconded by Ms. Fraga, and unanimously approved.

STAFF REPORTS

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

Ms. Rogers was pleased with the youth services report and how great it was to read that the Library Assistants in the Children's department are visiting and reading stories to the students at Holy Family, Holy Name School. Ms. Melo pointed out that this is a service that has long been in place with this school.

Mr. Cruz commended that he liked how Mr. Easton wrote about each staff member and how he noted each individuals' assistance in the department.

Mr. Cruz noted on the Howland-Green branch report that Ms. Vernon is planning to offer an afternoon Spanish story hour on the 3rd Saturday of each month. Mr. Cruz said this is great and it will hopefully increase the Spanish speaking attendance at this branch.

Dr. Fletcher noted that the Special Collections report was well written. He liked the statistical grids with the expanded detail regarding researchers and organization of the collection.

The Staff reports were unanimously approved.

DIRECTOR'S REPORT

Dr. Fletcher made a motion to accept the Director's report; seconded by Mrs. Fraga.

Ms. Melo reported on the History room's re-opening to the public on March 1st. The re-organizing of the materials and equipment has created a more independent and user friendly public access research room and

environment. Ms. Melo said Ms. Jodi Goodman, Head of Special Collections has done a great job of re-organizing the history room.

Ms. Melo is working with the Technical Services staff on a new procedure for receiving and cataloging of books. This staff is still handling books as if they are doing original cataloging. With our membership in Sails, the network provides us with copy cataloging so staff need only link the items to the records. A checklist for Technical Services staff was developed for use to expedite the process of receivership and linking the items into the Sails catalog.

Ms. Melo is working with Ms. Amy Ferguson, Librarian II in the reference department to organize a workspace for her and familiarize her with the department. Ms. Ferguson has become a very valuable asset to the organization in the short time she has been here with her energy, creativity and professionalism. Mr. Cruz added the glass display cases hold displays created by Ms. Ferguson and they are beautifully done.

Ms. Melo met with the Strategic Planning Committee which is comprised of Lee Blake and Diana Henry to review the existing 2013-2017 Plan. This plan is on file with the MBLC and a new one or an update is due next year. The decision was made to have a new plan written with the assistance of an independent consultant. A list of independent consultants was provided by the MBLC as a starting point and the committee will seek proposals from 3 consultants.

Ms. Melo said the Ancestry.com has been installed in two public computers on the second floor so the public can have access when the History room is closed to the public.

Ms. Melo discussed the new computers which were installed in Technical Services and in the Reference department. The new computers did not resolve the slow speed issue we had been having as the problem was with the Comcast modem. Debby Conrad, Sails Administrator, was in the building when the computers were being replaced by MIS and she volunteered her assistance with the matter. She opened a service call with Comcast via Sails and we were in receipt of new modem, free of charge the next day. Ms. Rogers asked Ms. Melo where the funds came from to purchase the new computers. Ms. Melo reviewed with the Board that the funds came from the request submitted in January to City Council to transfer \$20,000 of surplus from the FY16 Personnel budget to Expenses.

Ms. Melo has submitted the FY17 budget packet to the CFO's office. The packet included six enhancement requests with one for the Youth Services Librarian and one to increase the hours of the part-time employees from 12 to 15 hours per week.

Ms. Timarie Malo, Branch Manager at Casa da Saudade, has resigned from her position effective April 9th for family reasons.

Mr. Cruz asked Ms. Melo about the initiation of the No Trespass process and why it takes less than 48 hours as noted in her report. Ms. Melo explained that it's due to the library staff, City Solicitors, and the Police department all following the established procedure.

Fr. Harrington asked Ms. Melo why the events held at the New Bedford Libraries are not listed in the Standard Times or appear in Thursday's Coastin' calendar of events. Ms. Melo explained that press releases go through the Mayors' office for approval and dissemination. Mr. Cruz asked Ms. Kristine Arsenault, Mayor's Assistant if she could look into it.

On March 26th the Directors from the Sails Library Network held their meeting at the Main Library in New Bedford for the first time, and given the lack of parking close by, Ms. Melo was impressed with how many Directors attended the meeting. It was a privilege and an honor to show the building to her colleagues and

welcome them to the city. Ms. Melo said the video for City Jobs with the Mayor was shared with MBLC and MLA and it has gotten good feedback.

Ms. Melo sent Ari Sky the information on the Municipal Appropriation Requirement (MAR) guidelines noting that the budget, as it stands, will not meet the MAR and New Bedford will have to apply for a waiver. Although the budget has increased from FY16, the final numbers are still short of the Municipal Appropriation Requirement (MAR). The requirement is \$2,328,203 and the budget is currently at \$2,261,794. Ms. Kristine Arsenault said the CFO is aware of the situation.

The Director's report was unanimously approved.

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – Nothing to report.
- 2. Bookmobile:** Ms. Rogers, Chair – Ms. Rogers said the city carpenters fixed the loose shelves on the bookmobile. Ms. Melo said she received a donation of \$500 to be used for the bookmobile and she will be sending a thank you note to the donor, Loraine Telo.
- 3. Building:** Ms. Horton-Simms, Chair – Ms. Horton- Simms reported that bid for the rug project is being finalized and will be advertised shortly.
- 4. Finance:** Ms. Fraga, Chair – Barnet Fund CD is due to renew. Interest funds from this CD are to be used for scholarship and for books.
- 5. Gifts:** Father Harrington, Chair – There were three books donated to the Main Library, one by Ms. Elsie Fraga, *Centenary 1825-1925 New Bedford Institution for Savings* and the other two by Fr. Harrington. Two copies of *Wreck of the Whale ship Essesc the extra ordinary and distressing memoir that inspired Herman Melville's Moby-Dick* by Owen Chase.
- 6. Personnel:** Ms. Rogers, Chair – Ms. Rogers asked Ms. Melo about the process for filling the vacant positions. Ms. Melo explained that the paper work is initiated with the Auditors' office to verify funds are available to recruit. Then it goes to Personnel to attach the job description, then it goes to CFO's office and held there for 30 days. Once released, it gets posted in house for 1 week. If no qualified applicants, it gets advertised on city jobs page. Recommendation of hire goes back to Personnel for submission to Mayor's office for his signature. Entire process takes a minimum of 6 – 8 weeks from notice of vacancy to new person coming on staff.
- 7. Policy:** Ms. Blake, Chair – Nothing to report.
- 8. Scholarships:** Ms. Henry, Chair – Ms. Melo reported on behalf of Ms. Henry. Mr. Joseph Fernandes, Circulation Supervisor, has applied for the Yeager Scholarship and the committee has approved his application. Mr. Fernandes has completed his 1st semester at Simmons and has registered for classes in the Fall. Dr. Fletcher made a motion to have the Yeager Scholarship granted to Mr. Joseph Fernandes and it was seconded by The Very Rev. Bebis.
- 9. Security:** Very Rev. Fr. Bebis, Chair – Nothing to report.

OLD BUSINESS

On March 29th Ms. Melo met with the Mayor, CFO, Auditor and Personnel Director to review the budget and the enhancement requests. Some of the enhancements will be funded and others may have to wait for next year's budget. The request to fund the part-time employees at a higher rate and at more hours was

tentatively approved. The request for a Youth Services Librarian was discussed and there was indication this may not be funded with this year's budget.

Ms. Melo said the presentation made by Ari and herself at the Waiver hearing at the MBLC meeting has garnered an invitation to be part of the State Aid Review Task Force and Ms. Melo has accepted the invitation.

NEW BUSINESS

Ms. Kristine Arsenault asked the Board for permission to hang the canvas wood picture frame of former Mayors in the Howland Green branch library on the wall where the Tech Services department used to be. Ms. Arsenault said DPI would be mounting the frame up and DFFM will be checking for the structure of the wall before it gets mounted. Dr. Fletcher made a motion to accept the frame at the Howland Green branch; seconded by Ms. Blake and was unanimously approved.

Ms. Horton-Simms asked Ms. Melo if there would be performances this summer of the mini-concerts with the symphony players in the courtyard of the library. Ms. Melo said the cost for the performances had gone up. Ms. Melo said she will be meeting with the Friends of the New Bedford Public Library to discuss funding. Ms. Horton-Simms offered her assistance in finding sponsorships for these concerts. Mr. Cruz suggested in asking the performers if they will be willing to perform a free concert. Ms. Arsenault suggested having the New Bedford Library be a part of the upcoming Mayors' Thursday events downtown series.

Ms. Melo said she is meeting with the Friends of the NBFPL in planning their Winter Warming Jazz events which will be held on the 3rd floor meeting room in January of 2017.

COMMUNICATION

The Board received a thank you note from retired employee Ms. Janice Pina for the bookends.

Ms. Melo said she received an invitation to submit her resume to the MBLC for inclusion in the State Public Relations committee. Ms. Melo will have to attend six meetings throughout the year at various locations. The Very Rev. Bebis made a motion for Ms. Melo to accept the invitation to the State Committee; seconded by Dr. Fletcher and passed unanimously.

FURTHER NEW BUSINESS

Ms. Blake made a motion to go into executive session for the purpose of discussing the Annual Performance Review of the Director and to adjourn the regular Board Meeting.
Seconded by Ms. Fraga.

Mr. Cruz asked The Board for a roll call and all members voted in the affirmative.

NEXT MEETING:

Regular meeting: Tuesday, May 31 at 3:30pm at the Main Library.

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

Meeting adjourned at 4:30 pm.

Clerk,

Diana Henry