



Board of Library Trustees

May 31, 2016– 3:30 p.m. – **Minutes**

Main Library, 613 Pleasant Street

The Board of Library Trustees met on May 31, 2016, 3:30 PM,
in the meeting room of the Main Library.

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

Excused: Lee Blake
Fr. Kevin Harrington

Guest: 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 3:33 pm.

Mr. Cruz requested a motion to take the meeting out of order to offer the floor to Ms. Halter. Mrs. Fraga made a motion to accept, seconded by Ms. Henry, unanimously approved.

Ms. Halter presented the report of the Friends of the New Bedford Free Public Library. Ms. Halter is working with the New Bedford Art Museum/ArtWorks! to host a fundraising event on June 24th for the Bierstadt exhibit from 6-8 pm and it will be a private event with hors d'oeuvres served and an open wine bar. The Friends are also working on putting together *Winter Warming* Jazz events which will take place in the meeting room at the library in January, February and March.

Mr. Cruz asked Ms. Halter if the Friends of the NBFPL were planning their annual meeting for September. Ms. Halter confirmed that they were and asked the Board for suggestions and/or ideas for the annual meeting. Several Trustees suggested local authors and/or special interest topics such as home décor. Ms. Halter is working with Ms. Melo on obtaining a donation jar to be available at each Friend's of the NBFPL events.

Mr. Cruz suggested that each Board member bring a new member with them to the annual meeting in September.

The meeting reverted back to the agenda with the reading of the minutes. The Very Rev. Constantine Bebis made a motion to accept the minutes of the April Trustee's meeting; it was seconded by Dr. John Fletcher. The minutes were unanimously approved with a noted correction by Ms. Horton-Simms.

STAFF REPORTS

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

Ms. Melo said the usage of circulation at the Main library has increased for the month of April and explained that Ms. Robillard, Library Assistant in the Children's room, has been offering tours of the library to school class visits each week during the month of April.

Ms. Melo commended Ms. Vernon, Branch Head; at the Howland Green branch for her initiatives and community outreach. Ms. Vernon is a valuable asset to the library and is full of all kinds of ideas, starting many programs at her branch including Spanish and Portuguese health classes starting in the fall, garden demonstrations, Spanish story hour, and teen craft workshops.

The Staff reports were unanimously approved.

DIRECTOR'S REPORT

Ms. Fraga made a motion to accept the Director's report, was seconded by Ms. Henry.

Ms. Melo asked the Board if they would like to receive the Meeting Agenda, Minutes and Director's Report by email, and in advance, of the packet that is sent post mail to allow for review of topics should the packet not arrive in time. The Trustees answered yes.

Ms. Melo is working with Ms. Karen Stefanik, Head of Branches on the Casa da Saudade Library staffing and programming needs due to the management vacancy. Ms. Melo said she has submitted the requisition for the vacant 12 hour Library Assistant I at Wilks and the vacancy at Howland Green Library for Library Assistance I-35 hours has been filled.

Ms. Melo and Ms. Pauline Robillard, attended a Family Resource Fair held at the Greater New Bedford Vocational Technical High School. The end of year surplus projections has been submitted to the CFO's office.

Ms. Melo is working with the professional librarians Mr. Easton, Ms. Ferguson and Mr. Fernandes, in intensive weeding of the outdated books and replacing them with new materials at the Main Library. Ms. Melo added that patrons are checking out items from the Main Library which are seriously outdated and we should be providing them with more current information. Ms. Melo said the Branches have kept up with the weeding of outdated materials and replacing with new updated materials.

Ms. Melo said Ms. Jodi Goodman, Head of Special Collections attended a Digital Commonwealth annual meeting in April. At one of the sessions it was mentioned that the New Bedford Library is #2 in pointing patrons into the Digital Commonwealth with the Boston Public Library being #1. The NBFPL is responsible for 573 "referrals" into the Digital Commonwealth.

The Director's report was unanimously approved.

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – Dr. Fletcher said the work on Bierstadt, Nature & National Identity exhibit opening will be Friday, June 3rd at the New Bedford Art Museum and the Friends of NBFPL will be having their event June 24th. Dr. Fletcher commended Ms. Janice Hodson's work on the Bierstadt exhibit.
- 2. Bookmobile:** Ms. Rogers, Chair – Ms. Melo said the bookmobile night stops are going very well. Ms. Melo added the overtime for the bookmobile staff is being paid out of the library general account due to

the vacancy savings. Funding for overtime stops after July 1st and in the fiscal year 2017 is yet to be determined. Bookmobile repairs are paid out of the library donation account.

3. Building: Ms. Horton-Simms, Chair – Ms. Horton- Simms said the carpet project has gone to bid.

Ms. Melo said the restroom project has been put on hold as requested by the Mayor. The Mayor requested opening the 2nd floor mezzanine floor restrooms to assist with the line that forms at the 1st floor entrance restrooms. Ms. Arsenault said the Mayor would like the library to try it out and if it does not work, then we will close them again.

Ms. Melo met with Kristine Arsenault, Mayor Assistant, Ken Blanchard, Department of Facilities and Fleet Management (DFFM) Director and Eric Cohen, City Solicitor to discuss and review the opening of these restrooms in the building. A police officer will be assigned by the Chief of Police to patrol on a more regular basis to assure appropriate behavior and conduct is being maintained.

Ms. Fraga voiced her concern in opening these restrooms to the public because in the past, the library has had problems with inappropriate behavior in the stalls. Mr. Cruz commented that in the past, security cameras were not part of the norm and with them installed now outside of the restrooms, it may curb the inappropriate behavior. Ms. Melo said the restrooms fixtures have been updated and the ceilings painted by DFFM. Ms. Arsenault said she will inform Ms. Melo and the Board when the opening will take effect.

4. Finance: Ms. Fraga, Chair – Ms. Fraga said there are nine library CDs that are due to mature soon. Ms. Melo said Mr. Fernandes has submitted his letter requesting the Barnett scholarship. As stipulated, the Barnett Fund interest is to be divided into 50% for books on Jewish materials and 50% can be awarded in scholarship to staff members enrolled in Library School for the purchase of books. Ms. Fraga suggested to the Board taking the 50% from interest earned, rounding it up to \$100 from previously earned interest and award it to Mr. Fernandes.

5. Gifts: Father Harrington, Chair – Mr. Cruz said on the Special Collection monthly reports written by Ms. Jodi Goodman is noted that a gift was accepted without showing it to the Library Board of Trustees. Mr. Cruz asked that any gift Ms. Goodman receives for the Special Collections be presented to the Board for purpose of the minutes.

6. Personnel: Ms. Rogers, Chair – Ms. Melo said the position at the Howland Green Library for Library Assistant I- 35 hours has been filled and person will start soon.

7. Policy: Ms. Blake, Chair – Nothing to report.

8. Scholarships: Ms. Henry, Chair – Ms. Melo said Mr. Fernandes has submitted a letter to the Trustees asking to be considered for the Barnett Scholarship.

9. Security: Very Rev. Fr. Bebis, Chair –Ms. Melo said the purchase of additional cameras has been approved for the FY17 budget. The Very Rev. Constantine Bebis was pleased to hear that additional cameras have been approved and it is very important to have additional cameras. Ms. Arsenault said the Mayor agrees with The Very Rev. Bebis.

OLD BUSINESS

FY17 budget enhancement requests which were approved by the Mayor's office included the upgrade of the hourly employees from 12 to 15 hours and with the new rate of pay, reflecting the grade/step they should be at which had been frozen at the 2010 rate. Also approved was the funding for increase in the art insurance premium, upgrading security cameras to digital and the purchase of additional ones. Also approved was the

Pre-Professional job classification change for Library Assistant II – Head of Circulation into the Unit C wage scale.

Not approved was the request for a Youth Services Librarian and Library Assistant for Teen Services. The position of assistant for teen services was not approved in the FY16 budget and has been funded through State Aid. The plan was to fund it for one year with it being reincorporated into the Library's budget in FY17. Since it was not approved for this fiscal year and it is not sustainable with the State Aid funds, this position is eliminated in the FY17 budget.

Ms. Melo said she selected three independent consultants for the Strategic Planning that were recommended to her by other Directors. Ms. Melo said she emailed each consultant on their availability and interest in working with the NBFPL on a new plan. Emails were followed up with brief phone discussions and each consultant was asked to submit a resume, references and a proposal for their services. The committee has reviewed these documents and decided Deborah Hoadley, of Hoadley Consulting, stood out with her teen services back ground and her strategic plan proposal had a modern element to it. Her service cost is affordable and she is willing to meet with Mayor and will write the plan in full.

Ms. Henry made a motion for Ms. Melo to hire Deborah Hoadley, of Hoadley Consulting, for the development of the Strategic plan for the NBFPL, seconded by Ms. Fraga and passed unanimously.

NEW BUSINESS

Ms. Melo created an attendance sign-in sheet for the monthly Trustees meetings. This will be a record of attendance for each Board member and absences will be recorded accordingly once the Board member contacts the library to be excused.

Ms. Melo located two letters written to the School Department invoicing them for Bookmobile services during previous School Administrations. The school department's business office was contacted to determine how this came to be/how the invoice was generated, etc. They are researching it and will notify Ms. Melo once they discover how the process was handled. Ms. Melo asked the Board for approval to send a letter to the School Superintendent requesting the contribution as done in past years. Ms. Horton-Simms made a motion for Ms. Melo to send a letter to the School Superintendent asking for payment of service, as past custom, for the library bookmobile services. Seconded by Ms. Rogers and passed unanimously.

Ms. Melo asked the Library Board for permission to increase the printing fees to .15 and .50 cents instead of .10 cents and .25 as of July 1st due to the increased cost of toner. Ms. Fraga made a motion to increase the fee for printing to \$.15 cents for black and white and \$.50 for color, as of July 1st, seconded by Ms. Henry and passed unanimously.

Ms. Melo said the City is embarking on a new community project called New Be/New Me with Samantha Johnson for youth on general health and well being in our community. The Mayor's office has provided a sponsorship of \$900. Ms. Melo asked the Board if they would like to join the effort by sponsoring the project with \$800 from the Library Donation - Trustee Discretionary Fund. Ms. Melo will provide the link to the video explaining what the project is and how it will impact our community. The Board agreed to be sponsors of the project. Dr. Fletcher made a motion for the New Bedford Library to sponsor the New Be/New Me Campaign featuring Ms. Samantha Johnson in the amount of \$800 from the Library Donation/Trustee Discretionary fund, seconded by Ms. Rogers and passed unanimously.

COMMUNICATION

Ms. Melo said she sent a thank you letter to Ms. Telo for her donation of \$500 to the library bookmobile fund.

NEXT MEETING:

Regular meeting: Tuesday, June 28 at 3:30pm at the Main Library.

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

Meeting adjourned at 5:11 pm.

Clerk,
Diana Henry