



## ***Board of Library Trustees***

June 28, 2016– 3:30 p.m. – **Minutes**

Main Library, 613 Pleasant Street

The Board of Library Trustees met on June 28, 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  
Diana Henry  
Fr. Kevin Harrington  
Jill Horton-Simms  
Lee Blake  
Olivia Melo, Director  
Carmen Brodeur, Account Clerk

**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 3:34 pm.

Dr. Fletcher made a motion to accept the minutes of the May Trustees' meeting; it was seconded by Ms. Horton-Simms. The minutes were unanimously approved with a noted correction by Ms. Fraga.

Ms. Halter presented the report of the Friends of the New Bedford Free Public Library. Ms. Halter said the donation jar that Ms. Melo purchased to have available at all Friend events worked well on its 1<sup>st</sup> appearance at the Fado Night which was sponsored by the Friends. People in attendance at this program made contributions into the donation jar.

The Friends are working with Ms. Melo on putting together the *Winter Warming Jazz* programs to be held in January, February and March on the 4<sup>th</sup> Sunday of each month. One session will be held at the Main library meeting room and the others will be held in the homes of Friends Board members. The Friends are also sponsoring the July and August AHA! Jazz concerts being performed in front of the library by New Bedford High School Jazz band members. Ms. Halter added that the Friends will not be having any meetings until September.

Mr. Cruz complimented Ms. Halter on the fundraising event held at the Art Museum featuring the lecture by Ms. Janice Hodson on the Bierstadt exhibit. The presentation by Ms. Hodson, curator for the exhibit featured at the Art Museum with some of the library's art work was very well done. Ms. Fraga and Ms. Rogers also recognized how well done the event was and Mr. Cruz recognized Ms. Blake for bringing in new members to join the Friends.

### **STAFF REPORTS**

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

Mr. Cruz asked Ms. Melo about the Head of Branches services report regarding the cameras at the Casa and Wilks locations and why were the Casa cameras working and not the Wilks branch cameras. Ms. Melo explained that the Wilks cameras have not yet been installed due to lack of access to an attic or basement to run the wires. DFFM is working on a solution.

The Staff reports were unanimously approved.

## **DIRECTOR'S REPORT**

Ms. Melo submitted the requisition for the Casa da Saudade Branch Manager to the CFO office and it is now being advertised on the City of New Bedford Jobs web page.

The city painters scraped and painted the ceilings and replaced the faucets in the restrooms on the 2<sup>nd</sup> floor mezzanine to make them ready for public access. Ms. Fraga asked if the 2<sup>nd</sup> floor restrooms were opened to the public and Ms. Melo confirmed that they were. Ms. Arsenault asked Ms. Melo if any issues and or problems had arisen with the 2<sup>nd</sup> floor opening of the restrooms at the Main library. Ms. Melo reported that none had occurred yet.

Mayor Jonathan F. Mitchell visited the library to present Ms. Maria Connelly, Library Assistant II with a gift and congratulated her on her 40 years of service at the library.

Janice Hodson, Art Curator and Jodi Goodman, Head of Special Collections participated in the Fishing Heritage Center event at the Visitor Center as part of the grant to have people bring in their photos and items related to the fishing heritage of this city and have them digitized. The library contributed 14 hours of professional staff time to this partnership with the FHC.

Since October, the Main library has issued seven NO TRESPASS notices to patrons who have violated the Library's Statement of Rules and Regulations.

Ms. Melo submitted a request to the Mayor for approval to encumber \$10,000 from FY16 surplus account in library supplies and materials to the Capital Improvement Projects fund in the FY17 budget.

Ms. Melo has met with Branch Managers of the Howland Green and Lawler libraries regarding the Library Assistant for Teen Services which was not approved in the FY17 enhancement requests. Both Managers are expected to manage their teen programs.

Ms. Alyssa Silva, the former Library Asst. for Teens Services, has applied for the vacant full time Lib. Asst. I-35 hrs position at the Howland Green library and was selected for the position. Her knowledge of the branch and it's teens, made her a perfect fit for the vacancy.

MIS department assisted with the installation of the self service fax machine at the Main Library in the reference department and it is now available to the public to use. Patrons can pay by debit or credit card. The service will be added to the branches once it is determined by the reference staff if it's a manageable and worthwhile service. Mr. Cruz asked Ms. Melo since it is a self service, if the instructions were available in more than one language not just in English for the Spanish and Portuguese speaking patrons. Ms. Melo said the instructions are only in English. Mr. Cruz suggested Ms. Melo find out from the fax machine company if they can have the instructions also available in Spanish and Portuguese.

Fr. Harrington pointed out that the advertisement for the local author events program does not include the times. Fr. Harrington added that it is important for readers to know the time, not just the dates, if they want

to attend the event. Ms. Arsenault said to Fr. Harrington that she will look into it. Ms. Melo will contact the Standard Times to have them correct it.

Mr. Cruz asked Ms. Melo about the decrease in the statistics of the DVD's at Main. Ms. Melo explained that the upgrade of circulation computers created an off-line period for the DVD storage pods so they were not available to circulate to patrons for a period of 3 days.

The Director's report was unanimously approved.

## COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – Dr. Fletcher read the minutes of the Art Committee of December 17, 2015 and instructed the Library Director to schedule another meeting for the Art Committee sometime in July.
- 2. Bookmobile:** Ms. Rogers, Chair – Ms. Melo said a letter was drafted by Dr. Fletcher, Ms. Horton-Simms, and herself to the New Bedford School Superintendent for services of the bookmobile to the schools. Ms. Henry made a motion to support the letter and send it to the School Superintendent asking for funds for the bookmobile services as past custom. Seconded by The Very Rev. Bebis and passed unanimously.
- 3. Building:** Ms. Horton-Simms, Chair – Ms. Horton-Simms said the contract for the carpet project hasn't been signed yet.
- 4. Finance:** Ms. Fraga, Chair – Ms. Fraga said nine library CDs have rolled over.
- 5. Gifts:** Father Harrington, Chair – Fr. Harrington said Ms. Horton-Simms donated a \$200 grant to be used for the library summer reading programs and 36 books for the scavenger preschool programs for the library to give away to the participants.
- 6. Personnel:** Ms. Rogers, Chair – Ms. Melo said she is waiting for applicants for both vacant Lib. Asst. I-temporary positions for the Wilks branch library. Fr. Harrington asked Ms. Melo regarding the advertisement for the Manager position at Casa and if it's advertised as requiring a Portuguese speaking candidate. Ms. Melo explained it has statement of Portuguese speaking preferred. Ms. Melo said the higher rate of pay was approved for the 12 hr Lib. Asst. I -Temp positions effective July 1<sup>st</sup> and the employees will be required to work a minimum of 15 hours each week. Ms. Melo said she is hoping that the higher pay rate and more hours will retain these employees longer.
- 7. Policy:** Ms. Blake, Chair – A policy needs to be drafted for wedding photography at the library. The policy would list areas and/or spots that are available to the public for use as some past requests have created situations that impacted library services. This will be something to add to the Strategic Plan.
- 8. Scholarships:** Ms. Henry, Chair – Ms. Melo has submitted all of the information to Bank of America to award Mr. Fernandes the \$2,000.00 scholarship from the Yeager Fund.
- 9. Security:** Very Rev. Fr. Bebis, Chair – Nothing to report.

## OLD BUSINESS

Ms. Melo said the meeting for the FY17 budget hearing with the City Council went very well with Councilor Debora Coelho and Dana Rebeiro supporting the need for the library's budget in the future to include more for technology and materials. Four of the requested enhancements were approved out of the six submitted. The FY17 budget will be submitted with requests for the enhancements not approved in FY16.

Ms. Deborah Hoadley of Hoadley Consulting, is all set to start on the strategic planning process for the library. Ms. Hoadley will be visiting the Main library and the branches in July. Ms. Arsenault noted the Mayor is pleased with the Strategic Planning committee choosing Ms. Hoadley to work on the strategic plan for the library. A well documented plan will assist the library and the Mayor's office in securing outside funds to purchase more computers and develop programming for children.

Mr. Cruz asked Fr. Harrington for an update on the Lamoreaux portrait and steps committee has taken. Fr. Harrington said the portrait committee representative, Jim Barton, has written a check from all the people involved in this project. Mr. Cruz asked Fr. Harrington to let persons responsible for this project that a letter indicating Ms. Lamoreaux's consent to have the portrait done is needed before we can process further. Fr. Harrington said he will notify Jim Barton as he is the lead person.

## **NEW BUSINESS**

Ms. Melo asked the Library Board regarding the request for Manuel E. Costa portrait to be hung at the Main Library. Mr. Cruz advised Ms. Melo to set up a meeting with the Art Committee to review this request.

Ms. Melo informed the Board that two long time employees at the Main Library, retired as of the end of June. Philip Dimor in Reference has 40 years of service and Joan Barney from Special Collections has 30 years of service. Dr. Fletcher made a motion to send an invitation to both retirees to attend the next Trustee meeting in July to thank them for their service, seconded by The Very Rev. Bebis and passed unanimously.

Ms. Fraga was approached by Mr. Russell from the Whaling Museum inquiring about the Trustees allowing the library whaling log books to be kept at the Whaling Museum instead of the library history room. Mr. Russell assured Ms. Fraga that the climate control and security is good and Trustees would not have to worry as the log books would be safe and secure with them. Ms. Fraga told Mr. Russell she would bring it to the next Trustee meeting with the Library Director and the rest of the Library Board of Trustees for discussion.

Ms. Melo explained to the Trustees that the log books are kept in a climate controlled environment and handled carefully by our Special Collections department. People have visited our history room and asked to see the log books and it is a part of the free public service we provide to our patrons. Having them brought to the Whaling Museum for use there would be taking away a very important piece of our treasures and free accessibility to them by patrons.

The Board agreed with Ms. Melo. Ms. Henry said this collection is one of the things to add in the strategic plan. The Board strongly agreed the log books should be kept as part of the Main Library's Special collections as entrusted. Fr. Harrington made a motion for the log books to be kept at the Main library and not at the Whaling Museum or any other place, seconded by Dr. Fletcher and passed unanimously.

Ms. Blake said the Main library's special collections is important for researchers as they can't go to all the different private institution building to building for what they are researching.

Ms. Melo said as the library restructures, our collection will be more accessible. Currently, we are #2 in the Digital Commonwealth portal and we will continue to grow as the collection becomes more accessible on our Sails database.

## **COMMUNICATION**

Ms. Melo informed the Board that she sent a letter to Council Linda Morad, indicating she was not available to attend the City Council meeting to discuss the Art at the Main Library.

## **NEXT MEETING:**

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

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

Meeting adjourned at 4:49 pm.

Clerk,  
*Diana Henry*