



## *Board of Library Trustees*

July 26, 2016– 3:30 p.m. – **Minutes**

Main Library, 613 Pleasant Street

The Board of Library Trustees met on July 26, 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  
Karen Stefanik, Head of Branches  
Carmen Brodeur, Account Clerk

**Excused:** Joan Halter

**Guests:** Kristine Arsenault, representing Mayor Jon Mitchell  
Joan Barney and Phillip Dimor, Staff Retirees  
Mark Champagne, Superintendent of Facilities and Fleet Management (DFFM)  
Jorge Figuerido and Bo Walters of Mount Vernon Group Architects

**Called to order:** Mr. Cruz called the meeting to order at 3:40 pm.

Dr. Fletcher made a motion to accept the minutes of the June Trustees' meeting; it was seconded by Ms. Horton-Simms, and unanimously approved.

Ms. Joan Halter, President of the Friends of the New Bedford Free Public Library was not present. No report.

The Library Board of Trustees individually congratulated and expressed their best wishes to Phil Dimor and Joan Barney, as they embark on their new journey as retirees. They thanked them for their many years of service to the library and presented each with a gift from the Library Board of Trustees. Ms. Kristine Arsenault, on behalf of the Mayor, also congratulated both and acknowledged their 35+ years of service to the City.

Mr. Cruz took the Agenda out of order to offer the floor to Mark Champagne, Capital Projects Manager for Department of Facilities and Jorge Figueiredo of Mt. Vernon Architects Group to present the status of the Library Carpet project. Mr. Champagne stated the City has signed the contract for the project with Capital Carpet and Flooring of Woburn as they were the winning bid for the carpet project at \$67,000 including the labor and materials needed to purchase and install.

Ms. Fraga asked Mr. Champagne how the project was going to be handled in the area of the library where there is water leaks and if it is included in the proposal. Ms. Fraga reiterated that there are no additional funds to use for this carpet project. Mr. Figuerido replied that the contract for the carpet project includes all of the areas and if the water issue is not resolved by the time the rugs are to be installed, a credit for the labor will be issued to the City. The architectural fees for this project were paid in advance of this proposal. Once the carpets are ordered, the project should start soon after, hopefully by mid-September.

## **STAFF REPORTS**

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

Mr. Cruz commended the reports done by Ms. Amy Ferguson, Reference Librarian II. Ms. Rogers also recognized Ms. Ferguson's work ethic, energy and initiative and that Ms. Ferguson is a valued asset to the staff of the Main Library.

The Staff reports were unanimously approved.

## **DIRECTOR'S REPORT**

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

Ms. Melo informed the Library Board of Trustee's that she contacted Sandra Vezina, Personnel Director of Labor Relations to schedule a staff development training with Katie Gilfeather of the Employee Assistance Program (EAP) at the Main library in June. A second session will be scheduled so staff who were unable to attend the 1<sup>st</sup> one will have an opportunity to participate in the customer service trainings.

The Library Board asked Ms. Melo to keep them informed of the narcotic overdoses that occur in the library public restrooms. Ms. Melo noted she includes this information on her Director's Report to the Library Board of Trustees as No Trespass notices served. Ms. Horton-Simms asked Ms. Melo how many of the No Trespass were narcotic overdoses and if they occurred in the public restrooms in the library. Ms. Melo said she has processed four no trespass notices on individuals who have overdosed on the premises since she became Director in April of 2015. Ms. Blake stated that it is a very important metric as the numbers and the time frame Ms. Melo has reported shows it doesn't happen as often as public opinion thinks it does.

The Director's report was unanimously approved.

## **COMMITTEE REPORTS**

- 1. Art:** Dr. Fletcher, Chair – Dr. Fletcher said the Art Committee met and reviewed the request to accept the Manuel E. Costa portrait to be hung at the Main Library. A letter will be sent to his daughter requesting she bring the portrait for the Art Committee to view before a formal acceptance can be given. Fr. Harrington inquired if the Art Committee had approved the Lamoreaux portrait as well. Mr. Cruz reminded Fr. Harrington that the Art Committee is still waiting for the letter from the person responsible for this project before the Art Committee can process any further. Father Harrington presented the library to the Trustees. (copy of letter attached)

Ms. Fraga asked Fr. Harrington to invite the person responsible for the Lamoreaux portrait to the Library Board of Trustees meeting so the Board can ask questions of concerns regarding the portrait. Fr. Harrington agrees and will inform the individual of the invitation.

Ms. Rogers ask about the portrait policy as the unveiling is one per year per the rules. Mr. Cuz said because this second portrait is not a commission and is a gift they can have two unveiling on different dates. Mr. Cuz said an Art Committee meeting will be scheduled by Ms. Janice Hodson, Art Curator to discuss these portraits further.

2. **Bookmobile:** Ms. Rogers, Chair –Ms. Melo said the evening stops for the bookmobile has ended as of the end of June. Ms. Melo said she has not heard from the School Superintendent regarding the letter that was sent requesting funds for service of the bookmobile to the schools as past custom. Ms. Arsenault advised Ms. Melo if she does not hear from the school department any time soon to forward the letter that was sent and she will reach out to the school.
3. **Building:** Ms. Horton-Simms, Chair – Ms. Horton-Simms said the contract for the carpet project has been signed.
4. **Finance:** Ms. Fraga, Chair – Nothing report.
5. **Gifts:** Father Harrington, Chair – Fr. Harrington said Ms. Fraga donated a book to the Main Library Archives room and five Portuguese books were donated by a Portuguese Author to the Casa da Saudade Library.
6. **Personnel:** Ms. Rogers, Chair – Ms. Rogers said the committee received four possible applications for the vacant Manager position at Casa da Saudade and a meeting will be held to review the applications. Ms. Rogers asked Ms. Melo regarding the two vacant Library Asst. II positions by former retiree employees, Phillip Dimor and Joan Barney, and if they had been posted yet? Ms. Melo said she received the okay to post one of the vacant Library Asst. II positions in-house for seven days and the second vacant Library Asst. II position is pending due to revision in the job description. It is now being held by the City CFO's office for a 30 day hold and will then be sent to the Mayor's office for approval. Ms. Rogers asked Ms. Melo what is the status of the two vacant Library Assistant I-Temp positions? Ms. Melo answered both vacant Library Assistant I-Temp positions had been filled.
7. **Policy:** Ms. Blake, Chair – Mr. Cruz asked Ms. Melo to schedule a meeting to discuss the library wedding photography policy. Ms. Horton-Simms asked Ms. Melo regarding the library food policy. Ms. Melo replied that the library policy, as approved by the Trustees in May of 2015, states that patrons cannot consume food in open public areas of the Library except in specific locations where it is authorized by the Library Director. Ms. Horton-Simms said based on these rules, the library can open up a café in the future. Ms. Melo answered yes and added some of the modern libraries already have a café shop inside their libraries for patrons. Ms. Horton-Simms was thrilled with that idea and suggested it be added to the strategic plan. Mr. Cruz said the Bristol Community College Learning Center and the University of Massachusetts Dartmouth both have café shops in their library centers. Ms. Blake agreed times are changing and we need to go with the changes. The Very Rev. Father Bebis also agrees with Ms. Blake.
8. **Scholarships:** Ms. Henry, Chair – Ms. Henry said she received a thank you letter by Mr. Fernandes thanking the Library Board of Trustees for the Barnett Fund Scholarship. Mr. Cruz asked the Board to make a motion for the thank you letter by Mr. Fernandes to be filed in Mr. Fernandes library personal folder. The Very Rev. Father Bebis made a motion to accept the letter to be placed on file in Mr. Fernandes' personnel folder, it was seconded by Ms. Blake, and unanimously approved.
9. **Security:** Very Rev. Fr. Bebis, Chair – Ms. Melo will be scheduling a meeting with The Very Rev. Father Bebis.

## **OLD BUSINESS**

Ms. Melo said she spent a day with Deb Hoadley of Hoadley Consulting and visited all the branches to give Ms. Hoadley a good sense of the entire system. Ms. Melo informed the Board that Ms. Hoadley and went through a task list and timeframe with her in order to meet the scheduled deadline of January 2017. Ms.

Hoadley has blocked off two different dates for the Board of Trustees Focus meeting. The Board selected Tuesday, September 20<sup>th</sup> at 10:00 a.m. for the two hour meeting.

Ms. Melo asked the Board for permission to close all the Libraries for three hours on the morning of Monday, September 12<sup>th</sup> for the Staff Focus group where each employee will have an opportunity to share their ideas on the strategic plan for the library. Ms. Rogers made a motion to accept the closing for three hours of all the libraries so employees can attend the meeting with Ms. Hoadley; it was seconded by Ms. Blake and unanimously approved.

Ms. Horton-Simms said the FAIR program is available again for the New Bedford Library to apply. This is a four to six sessions program grant which educates children on good food choices through literacy and programs. Ms. Stefanik, Head of Branches, said last year the FAIR program was a nice idea but it was not well attended and the library staff put in a lot of effort shopping for and preparing healthy snacks and getting books together for the programs for very a very small number of attendees. Ms. Rogers said back in the days mothers attended with their children's and now most mothers are working and is up too the grandparents to bring the grandchildren's to these programs. Ms. Stefanik added is better attended if is only one program to commit to instead of committing to four to six programs. It was decided that the grant would not be applied for at this time given the lack of a Youth Services coordinator who would oversee and market this program to the community.

#### **NEW BUSINESS**

Mr. Cruz informed the Board that the Vice-Chair re-nomination will be held in September and the Committee is made up of Ms. Fraga, Ms. Rogers, and The Very Rev. Father Bebis who will be nominating the Vice-chair for the Library Board.

#### **COMMUNICATION**

Ms. Melo said another donation from Lorraine Telo for the bookmobile was received as a result of the Golf Fundraising event she recently held. Mr. Cruz asked Ms. Melo to send a thank you letter on behalf of the Library Board of Trustees to Ms. Telo. Ms. Melo said Ms. Telo does not want to be recognized and she wants to stay anonymous but that she was sent an email letting her know the check was received and deposited.

Mr. Cruz informed the library Board of Trustees and Library Director that there will be no Board meeting for the month of August and the next meeting will be held in September. Mr. Cruz wishes the Library Board and Library Director a safe and enjoyable rest of the summer.

#### **NEXT MEETING:**

Regular meeting: Tuesday, September 27 at 3:30pm at the Main Library.

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

Meeting adjourned at 5:27 pm.

Clerk,  
*Diana Henry*