

---

## Minutes of the Board of Library Trustees

---

The Board of Library Trustees met on March 27, 2018, 3:30 PM,  
in the meeting room of the Main Library.

**Present:** Diana Henry  
Carl Cruz  
Elsie R. Fraga  
Helen Rogers  
Lee Blake  
Dr. John Fletcher  
Father Kevin Harrington  
Olivia Melo, Director  
Carmen Brodeur, Account Clerk

**Excused:** Very Rev. Constantine S. Bebis

**Guest:** Jodi Goodman  
Hank Riley

**Called to order:** Ms. Henry called the meeting to order at 3:32 pm.

Mr. Cruz made a motion to accept the minutes of the February Trustees' meeting; it was seconded by Ms. Fraga, and unanimously approved.

### FRIENDS REPORT

Ms. Henry presented a brief report on behalf of the Friends. As in previous years, the Friends held the *Winter Warming* fundraising concerts – one in February at the Unitarian Church and one in March at Ms. Henry's home. The first event was a jazz/blues performance and the second was classical music performed by two members of the New Bedford Symphony. The performances were great but unfortunately attendance was low.

### STAFF REPORTS

Mr. Cruz made a motion to accept the staff reports; seconded by Dr. Fletcher.

Mr. Cruz commended Howland-Green Branch Manager, George Ripley, on the outreach he is doing via Facebook. The informational posts for Black History and Women's History month incorporated people from the New Bedford area and ran throughout the months. Ms. Melo added that Mr. Ripley's Library Assistant, Alyssa Silva, is the individual primarily responsible and Mr. Ripley supports and encourages her efforts towards posting the educational content.

Ms. Rogers also recognized Mr. Ripley's excellent work on researching and composing a full history list of the New Bedford library directors dating back to 1852 and to present time.

Both Ms. Rogers and Ms. Henry recognized Ms. Denise Plaskon, Lawler Branch Manager, on her monthly reports. Ms. Plaskon was asked to improve the reports by adding more detail in her narrative of the branch's activities and they were pleased to see she was doing so.

The Staff reports were unanimously approved.

## **DIRECTOR'S REPORT**

Mr. Cruz made a motion to accept the Director's report: seconded by Dr. Fletcher.

Ms. Melo reported the following –

- City Councilors, Mr. Markey, Ms. Giesta and Mr. Lima, toured the Main library to see the areas needing repair as listed under the Capital Improvement Plan being proposed to the Council Finance Committee. DFFM listed the areas of concern including fire and building alarms, rotted windows sills, water infiltration and compact shelving. The request was tabled to a future meeting.
- Only one enhancement was submitted for the FY19 budget request. Ms. Melo asked for funding to cover a video surveillance system for the Howland Green branch library which will include nine indoor and four exterior cameras.
- The library will once again participate in the Book Rich Environment book giveaway with programs this year running from July- December. New Bedford Library and New Bedford Housing Authority will receive 5,000 + plus books to distribute.
- Coordinated with the Mass. Library System & Dept. of Mental Health to offer a training workshop for the staff to become familiar with the local resources available and who assists with the homeless population.
- The next staff training provided by the LSTA grant will be a digital sandbox where staff can learn about different mobile devices and online resources to assist patrons with their tech questions. Through the grant, each location received a laptop to do outreach work via community events, an iPad and Kindle PaperWhite to teach patrons how to download from our ebook and audiobook collection via our web page.
- Attended a planning meeting with Daniela Ferreira, Casa da Saudade Manager, for the Viva Portugal event to be held outside the Zeiterion Theatre on May 5<sup>th</sup>. The Casa branch will have a presence at the event with an informational table and an activity table for children attending the event.

In light of the recent event at the Winchester Public Library, where a patron stabbed another patron in the library, Fr. Harrington asked Ms. Melo if the library staff had received active shooter training. Ms. Melo informed the Board that the New Bedford Police Department had done an active shooter training & demonstration for all City employees, including the library staff last summer. The Main library also now has Mr. Ramon (Ray) Bermudez, Watchman, who monitors the security cameras, patrols the building and alerts the Library Director and Police of

any issues that arise. Mr. Bermudez also documents all issues, concerns and incidents to provide to the Library Director, City Solicitor and Police.

The Director's report was unanimously approved.

## COMMITTEE REPORTS

1. **Art:** Dr. Fletcher, Chair – Dr. Fletcher asked Ms. Melo to give the brief report for the Art Committee. The Committee met to discuss the status of the conservation treatment on the portraits damaged due to steam leak in Council Chambers. The conservator has completed 75% on one portrait and 25% on another with hope of having both complete by the end of May. The other two portraits will be shipped to the art conservator for treatment once the first two are returned.

Discussion was also held on procedure for future loans. The committee asked to have Eric Cohen, Assistant City Solicitor, review the current art loan contract which was in place before the Art Policy was adopted in 2015 by the Board of Trustees.

After Ms. Melo's report, Mr. Cruz pointed out to the Board that the E. Howard astronomical clock in the Trustees Room had been repaired by a conservator. The door of the majestic clock did not close properly and the glass was loose from the frame. The door now closes, the glass is reattached in the frame and all of the wood varnished. Ms. Melo said she had not yet wound it due to instructions from conservator to let the door adjust once again to the room temperature.

2. **Bookmobile:** Ms. Rogers, Chair – Ms. Rogers said the odor smell on the bookmobile was taken care of and the back step of the bookmobile were fixed.
3. **Building:** Nothing to report.
4. **Finance:** Ms. Fraga, Chair – Ms. Fraga said due to the snow storm, the Finance meeting was rescheduled. The next Finance meeting will be Thursday, March 29<sup>th</sup> at 11am.
5. **Gifts:** Father Harrington, Chair – Nothing to report.
6. **Personnel:** Ms. Rogers, Chair – Ms. Rogers reported that Krystle Noia, PT Library Assistant at the Howland Green branch had resigned to accept full time employment at Rite Aid. Ms. Noia asked to stay on as a volunteer assisting with programs at the branch. Ms. Rogers said a new candidate, Kaitlyn Costa, has been selected for the vacant PT Library Assistant position at the Main Library. Ms. Melo reported that Mayor had approved recruitment for the replacement of Ms. Noia and applications were on her desk to review. The vacancy will be filled shortly.
7. **Policy:** Ms. Blake, Chair – Nothing to report.
8. **Scholarships:** Mr. Cruz, Chair – Nothing to report.
9. **Security:** Very Rev. Fr. Bebis, Chair – See above.

Dr. Fletcher made a motion to accept the Committee reports; seconded by Ms. Blake, and unanimously approved.

### **OLD BUSINESS**

Ms. Melo has forwarded to all Trustees the email response from the City Auditor regarding the Comprehensive Annual Financial Report (CAFR). Ms. Rogers asked for clarification of the response. Ms. Melo explained the City Auditors did not ask for the library buildings and vehicles because all library buildings & vehicles were counted under DFFM and the categories were chosen based on form Auditors had to populate.

### **NEW BUSINESS**

Capital Improvement Plan project please see above.

Ms. Melo said the FY19 budget is level funded as in prior years. The personnel salary growth was higher this year due to the new positions, the Unit C reclassification and AFSCME contractual obligations. With this in mind, only one enhancement was requested for FY19 budget which is to update the security cameras at the Howland Green branch with one similar to Main library. Ms. Melo is seeking quotes from two other vendors as requested by the Mayor at the budget proposal meeting before the enhancement is approved.

Ms. Melo said the second half of the State Aid grant award of \$82,699.54 was received in March for a total of \$160,000 from the State to the New Bedford Library.

Mr. Cruz asked for an update on the Technology Plan and how technology trainings mentioned in Lawler's branch report are part of it. Ms. Melo explained that there are two separate projects regarding technology. The first is the LSTA grant for Customer Service in the Digital Era which will include a technology training component to be led by Jennifer Koerber, Library Technology consultant. In preparation for the trainings, Ms. Koerber is conducting staff surveys to determine where staff is in terms of tech knowledge. Based on their needs, she will design the training which will include mobile devices such as iPads, Kindles and laptops.

Ms. Koerber is also under contract with us to develop a three year Technology Plan as requested by the Mayor. The survey developed and training conducted under the LSTA funding will be incorporated to design a Tech Plan that is achievable and sustainable.

Mr. Cruz asked if the Board could begin rotating the meetings to each branch as done in previous years. Mr. Cruz suggested the first branch be Howland Green. Mr. Cruz made a motion; seconded by Dr. Fletcher and unanimously approved.

### **COMMUNICATION**

Mr. Cruz invited Ms. Jodi Goodman, Special Collection Manager, to give a brief presentation on the new Special Collections page on the library's website. Ms. Goodman explained the new digital resource allows patrons to see what the NBFPL has available in the building which are not available for loan such as portraits, typewriters, pocket watches and medals. Patrons can now search and browse for graphics, manuscripts and printed collections by

visiting the Special Collections web page and use the Re:discovery catalog. This catalog is an active work in progress and records will continue to be added and updated as cataloging advances and since it is a cloud based product updating of records will be easy and can be done right from home if necessary. Ms. Goodman added the art & object collections contains 317 paintings, sculptures, decorative arts and historic objects, as well as approximately 1,800 prints and drawings by artists of national and regional importance. These collections can now be accessed in three different ways, the Sails Library Network, the Digital Commonwealth and now through Re:discovery software. Ms. Goodman expressed she is excited with this new digital resource and recognized the City MIS department team for being extremely helpful getting this up and running. Ms. Melo recognized Ms. Goodman and Ms. Hodson on this great accomplishment and the time taken on it because it had to be done correctly for public viewing. Ms. Blake agreed that it was a wonderful tool to showcase our unique collections. Mr. Cruz added that in respect to Mr. Cyr, it was great to see that the Paul A. Cyr History Room is distinguished in this digital resource. All of the Trustees expressed their thanks to Ms. Goodman.

Ms. Henry asked the Board for a motion to approve the contract renewal of the Library Director. The 3 year contract is set to expire on April 5, 2018 and the new one is dated to April 6, 2021. Board approval for renewal is needed for the Mayor and Ms. Melo to sign the new contract. The Board of Trustees approved unanimously to renew the contract of Ms. Melo as the Library Director. Dr. Fletcher made a motion to approve; seconded by Ms. Rogers and unanimously approved.

**NEXT MEETING:**

Regular meeting: Tuesday, April 24, 2018 at 3:30pm at the Howland Green Library.

Meeting adjourned at 4:15 pm.

Clerk,  
*Lee Blake*