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## **Minutes of the Board of Library Trustees**

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The Board of Library Trustees met on April 24, 2018, 3:30 PM,  
in the meeting room of the Howland-Green Branch Library.

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

**Excused:** Father Kevin Harrington

**Guest:** George Ripley  
Kenneth Blanchard, DFFM Director

**Called to order:** Ms. Henry called the meeting to order at 3:35 pm.

Mr. Cruz made a motion to accept the minutes of the March Trustees' meeting; it was seconded by Dr. Fletcher, and unanimously approved.

### **FRIENDS REPORT**

The report from the Friends was not received for the month of April. Ms. Melo, reported on their behalf, the discussion held at the Friends April meeting regarding potential future programs, book sales and redesigning of the book bags. Mr. Cruz made a motion to invite the President of the Friends, and/or their designee to the next Trustees meeting to present an update on the Friends activities. Seconded by Ms. Fraga, motion passed unanimously.

Mr. Cruz made motion to take meeting out of order for Mr. Kenneth Blanchard, DFFM Director, to make his presentation.

Mr. Blanchard updated the Trustees on the Capital Improvement Plan projects for the library buildings and grounds. This round of the Capital Improvement Plan includes the following areas of concern at the Main Library which are fire & building alarms, replacement of rotted windows sills, water infiltration and compact shelving. Currently, DFFM is working on improving the landscape and grounds of the Howland-Green Branch and Mr. Blanchard was seeking approval from the Board to scale down of the brick wall in the courtyard and removal of overgrown shrubs. By doing this, it will provide a clearer view of the grounds for the patrolling police officers as well as eliminate areas of loitering. These measures, along with additional exterior security cameras will improve the upkeep of the grounds at this location.

Branch Manager, George Ripley, asked if it was possible to update the parking lot signage to clearly designate the space for use by library patrons. Mr. Blanchard will discuss the signage with Scott Downing, City Traffic Commissioner to update the faded signage.

Mr. Blanchard also discussed removing the rusted and faded branch name sign at the front of the branch and use lighting to illuminate the branch name letters on the façade of the building. This would draw more attention to it being a branch library while eliminating the double signage. The Board agreed with Mr. Blanchard's recommendation to de-clutter the area. Discussion on updating the signage at other branch libraries was held and will be discussed in more detail at future meetings.

Dr. Fletcher and the rest of the Board expressed their gratitude and thanked Mr. Blanchard for taking the time to attend the meeting to update and inform them of the Capital Improvement Plan Project for the libraries. Mr. Blanchard thanked the Board and Ms. Melo for inviting him to the meeting and let them know Ms. Melo is a pleasure to work with.

Mr. Cruz asked for a motion to move on with the meeting in order; seconded by Dr. Fletcher, unanimously approved.

## **STAFF REPORTS**

Mr. Cruz made a motion to accept the staff reports; seconded by Rev. Fr. Bebis.

Ms. Melo said 16 boxes of photographic materials (1000 + items) were delivered by Jodi Goodman to the Boston Public Library for digitization and inclusion into the Digital Commonwealth making these materials available shortly to researchers worldwide.

Ms. Rogers commended Mr. Bermudez on his monthly reports as they are well written and keeps the Board up-to-date with his event and incident log notations. Ms. Melo explained that Mr. Bermudez had been doing his own research into Library Security and had come across the ***Black Belt Librarian*** published by the American Library Association. The suggested documents to be used are now a part of Mr. Bermudez's work day plan.

Dr. Fletcher added that he has witnessed Mr. Bermudez very politely greeting patrons in a very welcoming and respectful way as he himself was a recipient of his greeting. Ms. Melo agreed with Dr. Fletcher that Mr. Bermudez is very patient, kind and respectful with every patron that comes in the library as well as with his co-workers. He is also Spanish speaking and has been of great help translating and assisting our Spanish language patrons.

The Staff reports were unanimously approved.

## **DIRECTOR'S REPORT**

Mr. Cruz made a motion to accept the Director's report: seconded by Rev. Fr. Bebis.

Ms. Melo reported the following –

- Attended Library Legislative Day at the State House on March 6<sup>th</sup> and was well accompanied and represented by the following library staff members, Joseph

Fernandes, Pre-Professional Librarian, Bethany Coito, Children's Pre-Professional Librarian and Brenna Shurtleff, Part-Time Library Assistant at Wilks. We visited Rep. Antonio Cabral's office, Rep. Koczera and Senator Keating's office this year. Spokesperson for our group was Joseph Fernandes and he represented us very professionally and eloquently.

- In partnership with Consul General of Portugal and Arte Institute of New York In Celebration of International Women's History month the Main library held a screening of the movie Portuguese film, Florbela. It was followed by a Q&A with actor Ivo Canelas and the sixty-five people in attendance were very pleased with the event. Plans for future film screening are in development.
- FY19 Budget hearing with Mayor and CFO was held and one enhancement request for this fiscal year is the video security cameras for the Howland Green Branch.
- Women in Jazz concert at the Main library for Women's History month, was very successful with over 50 people in attendance. This program was sponsored by a grant from the Enable Hope Foundation.
- Approval received by the Personnel and City Solicitor's Office of the three year contract for the Library Director for April 5, 2018- April 6, 2021.

The Director's report was unanimously approved.

## **COMMITTEE REPORTS**

- 1. Art:** Dr. Fletcher, Chair – Dr. Fletcher said the Art Committee met on April 23<sup>rd</sup> with Eric Cohen, Assistant City Solicitor and asked him to review the current Art Loan Policy and the Loan Agreement in preparation for future loan requests. Mr. Cohen found both documents to be appropriately written by the Board of Trustees. Minor suggestions were made to include changing the word may to shall in the requirement of proof of insurance and inclusion of borrowers is required to adhere to the curator recommendation to ensure proper handling of future art loans. The loan agreement for the pieces in the City Council Chambers had expired in June 2014 and a new loan agreement had not been entered yet. A motion was also made to revise the current loan agreement document to include a term limit designation of a one year loan with a review for renewal to be determined by the Art Committee.
- 2. Bookmobile:** Ms. Rogers, Chair – Nothing to report.
- 3. Building:** See above.
- 4. Finance:** Ms. Fraga, Chair – A Finance meeting will be held Tuesday, May 8<sup>th</sup> at 11am.
- 5. Gifts:** Father Harrington, Chair – Dr. Fletcher presented a monetary gift of \$200 to the Dr. John and Marybeth Fletcher fund for children's books in honor of Roger J. Oliveira on his appointment as Chief Magistrate of the Bristol County Juvenile Court. Ms. Fraga

added the monetary gift of the \$200 is to be deposited into the Dr. John & Marybeth Fletcher CD when it comes to maturity.

6. **Personnel:** Ms. Rogers, Chair – Ms. Melo said a new candidate, Ms. Zaela Gomes was interviewed and selected for the vacancy position PT Library Assistant for the Howland Green Library.
7. **Policy:** Ms. Blake, Chair – Nothing to report.
8. **Scholarships:** Mr. Cruz, Chair – Mr. Cruz said Bank of America has notified the committee of the available funds for the Yaeger Scholarship Fund which is to be distributed to individuals enrolled in an ALA accredited Library Sciences program. A meeting will be held next month to interview applicants.
9. **Security:** Very Rev. Fr. Bebis, Chair – The Very Rev. Fr. Bebis asked how the security at the Main library is. Ms. Melo explained that the addition of Mr. Ray Bermudez, as Library Watchperson, the issues at the library with problem patrons are decreasing.

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

#### **OLD BUSINESS**

Ms. Melo said a partial payment was made by the CFO's office to the Art Conservator for the conservation treatment of the two portraits from the City Council Chambers.

The Capital Improvement Plan project for the library was approved to commence as of July 1<sup>st</sup>, 2018.

Ms. Melo said the FY19 budget presentation with the Mayor and CFO went well. For the enhancement request of video security cameras at the Howland-Green Branch, Ms. Melo was asked to seek other quotes, including the vendors the Elm Street Garage and the Police department uses as the quote by FTG Technologies was too high.

#### **NEW BUSINESS**

Topic was taken out of order. Discussion held at the start of the meeting with a presentation by Mr. Blanchard. See above.

#### **COMMUNICATION**

Ms. Melo asked the Board for permission to dispose of the display case that is located in front of the bronze doors in preparation for the June 1<sup>st</sup> event, *Moonlight Serenade*. The display case is falling apart and has no historical value to the building and is impossible to be moved from the foyer it is in now. Also, the play house in the children's room is a sanitary concern at this time due to small children using it daily. Removal of this play house will allow for more book shelves to be installed and would save custodial staff hours of shampooing the rug inside of

it. The Board agreed to the disposal of the play house in the children's room due to sanitary issues and the removal of the display case on the 2<sup>nd</sup> floor foyer.

Marley Moss, a patron with a Contemplation of Suspension hearing, presented himself at 10:00 a.m. the morning of April 24<sup>th</sup> as noted in the letter, to plead his case. In attendance at the hearing were Director, Olivia Melo, Head of Reference, Dale Easton and Elizabeth Treadup-Pio of the City Solicitor's office. Mr. Moss was in violation of library policy by using the men's restroom to use drugs as noted by the Police Officer called to assist with the removal of Mr. Moss from the men's restroom after he was there for over 45 minutes.

The individual asked for the library to consider not suspending him for the one year from the New Bedford libraries and promised not to do it again and apologized for his behavior. Ms. Melo made a recommendation to suspend Mr. Moss for a period of six-months since he presented himself at the hearing. Ms. Blake made a motion to support a six-month No Trespass to the New Bedford Libraries as the Trustees will not tolerate the use of drugs in any of the library buildings. Ms. Fraga; seconded and unanimously approved.

Ms. Melo notified the Board of a request from the Whaling Museum requesting digital copies of the Cuffe papers. The request did bring to the attention of the new Head of Special Collections department that the microfilm scans of these papers had been digitized by the Westport Historical Society several years ago and are currently published on the Town of Westport's web site. The copyright statement, which is an identifier of ownership of the documents by the New Bedford Free Public Library, is not prominently noted on the web page. Industry practice and guidelines dictate this statement needs to be included for online publishing. Eric Cohen, Assistant City Solicitor, will assist us in developing a copyright statement to send to the Town of Westport for their web page.

Preparations for the June 1<sup>st</sup> event to be held at the Main Library in celebration of Portuguese heritage are well under way. The evening of Fado music will include a brief speaking program, refreshments as well as a poster exhibit on the history of Fado music.

**NEXT MEETING:**

Regular meeting: Tuesday, May 29, 2018 at 3:30pm at the Casa da Saudade Library.

Meeting adjourned at 4:57 pm.

Clerk,  
*Lee Blake*