
Minutes of the Board of Library Trustees

The Board of Library Trustees met on May 29, 2018, 3:30 PM
in the meeting room of the Casa da Saudade Branch.

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

Excused: Dr. John Fletcher
Very Rev. Constantine S. Bebis

Guest: Kristine Arsenault, representing Mayor Jon Mitchell
Ashley Occhino, New Bedford Art Museum Director

Called to order: Ms. Henry called the meeting to order at 3:31 pm.

Mr. Cruz made a motion to accept the minutes with a minor correction to be made on the April Trustees' meeting; it was seconded by Ms. Fraga, and unanimously approved.

Mr. Cruz asked for a motion to take the meeting out of order to give Ms. Ashley Occhino, Executive Director of the New Bedford Art Museum a chance to speak. Ms. Fraga made the motion; seconded by Ms. Rogers; motion passed.

Ms. Occhino presented the promotional video that has been developed by Big Ocean, a New Bedford production company, documenting the preservation and history of the Audubon prints in the Library's collection. The short documentary will be shown throughout the exhibit at NBAM and will be presented to the library at the end of the Audubon exhibit to be used as the library sees fit to continue promoting this art collection.

The board asked Ms. Occhino for clarification on the fundraising efforts under way as it was unclear if the events being organized were for the Museum or the collection. Ms. Occhino explained that the fundraising was for the exhibit install as it became more costly than anticipated due to insurance requirements and the development of the video. The Friends of the Library had graciously agreed to contribute \$500 towards the films development and Ms. Occhino hoped the Trustees would also consider contributing a matching amount. The video cost was drastically reduced for the Art Museum as Big Ocean was committed to developing something to showcase New Bedford as an art community, but there will still costs associated with the project that needed to be covered. The Board thanks Ms. Occhino for the presentation

and they would discuss the specifics of the funding request and get back to her when a decision is made. Mr. Cruz made a motion to resume meeting back in to order; seconded by Ms. Fraga; motion passed.

FRIENDS REPORT

Ms. Henry presented the report in the absence of Diane Duprey, President of the Friends. Ms. Henry reported that the *Winter Warming* events held this year did not draw big numbers and Friends were considering scrapping this event for next year. Ms. Melo reported on the discussion topics at the Friends meeting and it was suggested that film screenings and or film festivals instead of the winter warming events may draw more interest. The Friends are also working on editing the by-laws and programming outline. Ms. Duprey will be invited to attend the upcoming meeting on the 26th of June to present a more detailed report of Friends activities.

Mr. Cruz made a motion to accept the Friends of the New Bedford Library reports as presented by Ms. Henry and Ms. Melo; seconded by Ms. Fraga; unanimously approved.

STAFF REPORTS

Mr. Cruz made a motion to accept the staff reports; seconded by Ms. Blake.

Mr. Cruz noted the impressive increase in statistics for the Howland Green branch. The numbers have really gone up in comparison from fiscal year 2016 to fiscal year 2018 since Mr. Ripley started working at the branch as the manager. Ms. Rogers concurred with Mr. Cruz that Mr. Ripley has developed a great relationship with his community and is developing programming that meets the needs and interest of his patrons.

Ms. Rogers said it was great to read that Mr. Ripley, Howland Green Manager, Ms. Ferreira, Casa Branch Manager and Ms. Coito, Youth Services Coordinator are working together on programs to meet the needs of the Spanish, Portuguese and Criolo population in the city.

Ms. Blake noted the special collection report mentions that the April New England Archivists (NEA) newsletter published the announcement of the NTF grant award for preservation of the James B. Congdon collection but she was unable to access the site. She would like to see a copy or receive a link to the article. Ms. Melo will follow-up with Ms. Goodman and supply the link and/or copy of the article to Ms. Blake.

Mr. Cruz suggested doing more publicity for the Art collection and exhibits in the glass cases on the 3rd floor. The exhibits are a wonderful way to showcase our collection for patrons to go and see and for young kids to learn of these art collections as they are about New Bedford History. Ms. Melo will work with Ms. Hodson on more visible PR for the exhibits and will work with Amy Ferguson, Reference Librarian and newsletter developer, to get more information out to the patrons on the art and exhibits on the 3rd floor as well as posting signs in the elevator.

The Staff reports were unanimously approved.

DIRECTOR'S REPORT

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

Ms. Melo reported the following –

- Janice Hodosn, Art Curator and I met on March with Ashley Occhino and Jamie Uretsky of New Bedford Art Museum/ Artworks to discuss the Audubon exhibit for June 1st.
- Day of Portugal activities/partnership this year is on June 1st with the evening of Fado and a documentary showing at the Whaling Museum on Aristides deSousa Mendes. The Library owns a smaller reproduction of the painting and it will be placed on display in the San Francisco room for the month of June. The Viva Portugal event on May 5th was well attended and library was well represented with a table showcasing books for adults and a craft table for the children.
- New Bedford Housing Authority representative and I met with Chamber of Commerce to discuss partnership for the BRE events and to seek their assistance in obtaining funds to cover the cost of transportation to the families attending the first book rich environment book give away at Fort Taber/Fort Rodman on August 10th. This year we have 5,300 books to distribute.
- No Trespass hearing for Marley Moss for a six month suspension due to drug use in the Main library men's restroom.
- Casa da Saudade library celebrated its 47th anniversary.
- Attended pin ceremony to recognize 10 year library employees Sonia Klakus and Russell Ramos and Carl J. Cruz on his 30 year tenure as a Trustee.
- Began researching the cost of purchasing and or leasing mobile devices charging stations for the libraries.

Ms. Rogers asked if the courtyard wall at Howland Green had been scaled down. Ms. Melo said the work has commenced by DFFM and Police officers were pleased as they can now view the courtyard from the street when patrolling the area.

The Director's report was unanimously approved.

COMMITTEE REPORTS

1. **Art:** Dr. Fletcher, Chair – Ms. Melo said the Art Committee met last month and a meeting will be scheduled with Linda Morad, City Councilor to present an update on the conservation of the art removed from Council Chambers.
2. **Bookmobile:** Ms. Rogers, Chair –Ms. Rogers said the bookmobile is running smoothly. Mr. Cruz asked if the book collections that are assembled and dropped off at the different locations are counted in the circulation statistics. Ms. Melo explained the books are checked out to the locations and then delivered and picked up by the bookmobile.
3. **Building:** Ms. Melo said the Wilks library areas of concern wish list is now completed. The refinishing of the circulation desk will be complete by next month. The desk looks fantastic. The DFFM team did a phenomenal job. Ms. Arsenault added the DFFM facilities have great talents and they enjoy doing different projects.

4. **Finance:** Ms. Fraga, Chair – Ms. Fraga said the Finance Committee met on May 22nd. Nine library certificates of deposit are due to mature. Ms. Fraga asked Mark Fuller, City Treasurer, to withdraw 90% out of the interest from eight of the CD's and 100% of the interest from the Barnet CD and this will be used towards potential scholarship awards. The \$200 monetary gift that was received from a donor is to be deposited into the Dr. Fletcher & Marybeth Fletcher CD and this was also noted to the City Treasurers. Mr. Cruz asked and Mrs. Fraga confirmed that the Barnet interest was to be divided in ½ for purchase of Jewish books and ½ towards scholarships.
5. **Gifts:** Father Harrington, Chair – Nothing to report.
6. **Personnel:** Ms. Rogers, Chair – Ms. Rogers said the new candidate for the Howland Green library Ms. Zeala Gomes has started as of last Monday and has settled in nicely.
7. **Policy:** Ms. Blake, Chair – Nothing to report.
8. **Scholarships:** Mr. Cruz, Chair – Mr. Cruz said the Scholarship Committee met on May 22nd and a motion was made to award Mr. Fernandes \$2,000 from the Yaeger Fund and \$1,500 to Ms. Coito. Mr. Cruz asked the Board members present for a motion to accept the recommendation of the Scholarship Committee. Ms. Blake made a motion; seconded by Ms. Fraga. Motion passed unanimously.
9. **Security:** Very Rev. Fr. Bebis, Chair – Ms. Rogers asked Ms. Melo if there had been any security issues with the existing cameras. Ms. Melo reported that the maintenance agreement to service and maintain the surveillance cameras throughout the year insured that cameras were up to date and functioning properly. One camera was missed during the maintenance visit and due to the service agreement contract the replacement of the camera would be covered under the plan and additional camera purchased for bronze door entrance which is currently lacking a camera.

The Committee's reports were unanimously approved.

OLD BUSINESS

Ms. Melo reported that FY19 budget hearing with City Council will be held on Thursday, May 31st at 7:15pm. Ms. Melo said she has submitted to the Mayor's and CFO's office the request for the two additional quotes for the video security system for the Howland-Green branch as requested by the CFO. The enhancement request was not approved for the FY19 budget due to budgetary constraints. An update for the Strategic Plan progress was being prepared to share with Council to show the funding allotted to the library was an investment to city residents. Ms. Henry encouraged the Board to attend the budget hearing in support of Ms. Melo.

NEW BUSINESS

Audubon Exhibit at the Art Museum: See above.

COMMUNICATION

Mr. Cruz asked the Board if they would match the \$500 the Friends of the Library made to the Art Museum towards the Audubon short film documentary produced by Big Ocean. Mr. Cruz noted it was a good opportunity to show partnership with the Art Museum and the library would benefit from the video in years to come when it could be shown on the 3rd floor to visitors to the Art Room. The Board agreed.

Mr. Cruz made a motion that the NB Board of Trustees approve the proposal of Ms. Occhino of making a contribution of \$500 in match to the Friends of the New Bedford Free Public Library towards the Audubon film documenting restoration of the Raven print in the collection of the New Bedford library: seconded by Ms. Fraga; unanimously approved.

Ms. Melo informed the Board that she is invited to Washington D.C. on June 22nd and 23rd to participate in a conference for Portuguese Americans in Leadership roles in their community. This will be a networking opportunity for the Casa da Saudade Branch and the New Bedford Free Public Library as well as the city of New Bedford and the service it provides to the Portuguese community.

NEXT MEETING:

Regular meeting: Tuesday, June 26, 2018 at 3:30pm at the Lawler Library.

Meeting adjourned at 5:12 pm.

Clerk,
Lee Blake