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## Minutes of the Board of Library Trustees

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

**Present:** Diana Henry, Vice-Chair  
Carl J. 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

**Called to order:** Ms. Henry called the meeting to order at 3:33 pm.

Mr. Cruz made a motion to accept the minutes for the June 26<sup>th</sup> Trustees' meeting; it was seconded by Ms. Fraga, and unanimously approved.

### FRIENDS REPORT

Ms. Melo informed the Board there wasn't a report from the Friends to present. Diane Duprey, President of the Friends, had passed away suddenly the previous Friday, October 26<sup>th</sup>. Mr. Cruz made a motion for the meeting to be dedicated to Ms. Duprey and asked for a moment of silence after which Fr. Harrington lead the group in prayer.

Mr. Cruz asked if someone was going to take on the leadership role in the group. He advised Ms. Melo to contact the Library Board of Commissioners for guidelines to assist the group in finding a replacement for the President to insure the paperwork of the 501c3 status was kept up to date. Ms. Melo informed the Board that she had contacted the MBLC upon learning of Ms. Duprey's passing and was awaiting receivership of guidelines to share with the Friends.

### STAFF REPORTS

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

Both Mr. Cruz and Ms. Rogers asked Ms. Melo about the Wi-Fi connection issue noted on the branch reports. Ms. Melo reported that the matter was reported to MIS at City Hall and Ms. Pina-Rocha, Director, was contacting Comcast to investigate the dropped lines and poor connectivity of the Wi-Fi at all branches.

Mr. Cruz asked for an update on the incident reported by Mr. Bermudez, Watchman, in his monthly report regarding patron Julie A. Maraccini who was spotted trying to steal books from the library. Had patron been banned from the library premises as per library policies? Ms. Melo will look into the matter in more detail and report back at next month trustees' meeting.

Ms. Rogers asked about the security issue at the back of the back of the Casa da Saudade building which was reported under *area of concern*. Ms. Melo reported that she is working with Mark Champagne, Director of DFFM on the need to add more surveillance cameras in the parking lot of the Sister Avelar Building. Ms. Fraga supports the need for additional video surveillance at this building as well as at Howland-Green Branch.

Ms. Melo reviewed the Special Collections report with the Board as it included some important updates from the department. The report included the hire of Violet Hurst, a graduate student at UMass Boston pursuing an M.A. in history with a concentration in archives, to work on processing the James B. Congdon collection through the Network to Freedom (National Park Service) grant. Also of note, Ms. Jodi Goodman, Head of Special Collections, located the two volumes of the Dennis B. Wood Abstracts which had been misfiled in the Archives and missing since before 2003. Now that all 5 volumes are together, they will be sent to the Boston Public Library/Digital Commonwealth for digitization and online access to researchers.

Ms. Goodman met with Mary Raposa, Parks & Receptions Director, to assess park records kept at the Buttonwood Park Senior Center for transfer to the library archives. There is also a possibility of acquiring cemetery records for the archives as collecting local history materials is a goal in the Strategic Plan. The Olmstead architectural drawing which hung in the meeting room at Lawler was scanned by Tri-Works for duplicate copy so the original could be housed in the Archives. The copy will go back in the frame to be hung back at Lawler and the scan is being sent to Digital Commonwealth, along with 800 local history images to be accessible online to researchers.

Ms. Hodson, Art Curator, received a request from the Nucleo Cultural da Horta, a non-profit organization with a mission of promoting Azorean culture, for the copy of a photo of a page of one of the Dennis B. Wood Abstracts volumes to be used in a projected publication. This request is what led to the discovery noted above. Ms. Melo asked if the Board approved the waiver of the \$50.00 fee for the reproduction of the picture as requested by the organization. Mr. Cruz made a motion to approve the request; seconded by Ms. Rogers, unanimously approved.

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 for the month of August –

- The enhancement request for updating of the security surveillance cameras at the Howland Green library was not approved this fiscal year. Upon review of the renewal of the maintenance agreement plan for FY19, it was noted that FTG had not completed the quarterly maintenance visits for the system at the Main Library. Ms.

Melo re-negotiated with the company for a pay-as-you plan, thereby freeing up some appropriated funds to initiate updating the cameras at the branch.

- Ms. Melo provided the Board with copies of the Technology Plan draft for their review and acceptance at the November meeting if no further discussion or edits are necessary. The plan as written works in conjunction with the Strategic Plan.
- Revising and redeveloping the obituaries procedures with the reference and history room department staff to insure consistency and effective time management.
- Revised Statement of Rules title to read Code of Conduct after reviewing it with Eric Cohen, Asst. City Solicitor. The title takes the “my” rule approach and puts the ownership on the patron to conduct themselves appropriately.

Ms. Melo reported the following for the month of September –

- Reviewed Job Analysis Questionnaire (JAQ) for all AFSCME employees and submitted to the Personnel department as required.
- The project installation at the Main library of the wireless sound system by Clear Sound Technologies is in progress.
- Interim report of the National Park Service (NPS) grant and reimbursement of archival materials purchased was received.
- Library Watchman, Ramon Bermudez’s one year annual review was submitted to the Personnel department. Mr. Bermudez is a true asset to the library.

The Director’s report was unanimously approved.

## COMMITTEE REPORTS

- 1. Art:** Ms. Melo presented to the Board two identical portraits of William Soule, an original and the other a reproduction done by TriColor lab. Ms. Melo suggested presenting these portraits to City Councillor President, Linda Morad as an option for permanent council chambers portraits. Ms. Melo asked for an Art Committee meeting to be scheduled to discuss a plan for the possible return of some art to council chambers.
- 2. Bookmobile:** Ms. Rogers, Chair – The hours of service for the Bookmobile on Tuesday and Thursday were changed from 8:30 – 4:30 to a 10:00 – 6:00 pm schedule. This change was made to allow the Bookmobile more hours to visit after school programs and housing developments in the later part of the afternoon. The data is being collected and it will be compared against the old schedule data to determine if it’s more impactful to the community. The bookmobile has been facing some mechanical challenges but the city garage is doing the best with the necessary repairs. The head mechanic at the garage retired as of June 30<sup>th</sup> and the new person in charge has been getting caught up to speed with the maintenance needs of the vehicle fleet of which the Bookmobile is included.
- 3. Building:** Ms. Melo has initiated a work order request with DFFM for the replacement of the linoleum floor at the Lawler Branch. Ms. Fraga expressed her concern over the state of the flooring and that it needs to be replaced as soon as possible. Ms. Melo said she will see if it can be pushed up on the list. Mr. Cruz noted that the 3<sup>rd</sup> floor ceiling at the Main library is in need of painting and for a service request to be initiated.

4. **Finance:** Ms. Fraga, Chair – Nothing to report.
5. **Gifts:** Father Harrington, Chair – Ms. Blake gifted two copies of *If I survive; Frederick Douglass and family in the Walter O. Evans Collection* by Celeste-Marie Bernier and Andrew Taylor. One copy is for the History Room and the other for the Reference collection. Also donated was a New Bedford Lyceum poster signed by Gloria Steinem to be placed in the Archives. Ms. Rogers made a motion to accept the gifts; seconded by Mr. Cruz, and unanimously approved.
6. **Nominating:** Ms. Fraga, Chair – The committee recommended Ms. Henry for Vice-Chair. Mr. Cruz made a motion to accept the recommendation; seconded by Ms. Rogers; all in favor, motion passed.
7. **Personnel:** Ms. Rogers, Chair – Nothing to report.
8. **Policy:** Ms. Blake, Chair – Nothing to report.
9. **Scholarships:** Mr. Cruz, Chair – Mr. Cruz was in receipt of two letters from the Yeager Scholarship recipients, Joseph Fernandes and Bethany Coito, thanking the Board for the Scholarship award. He shared the letters with the Board.
10. **Security:** Very Rev. Fr. Bebis, Chair – Ms. Melo reported on behalf of Father Bebis. The library continues to update the analog cameras as they fail with digital ones which offer more clarity and color of the recorded images.

Mr. Cruz made a motion to accept the Committee's report; it was seconded by Ms. Blake, and unanimously approved.

#### **OLD BUSINESS**

Ms. Melo said the Technology Plan draft was received and reviewed and it meets all the components required by the state. One of the funding proposals is for an electric outreach vehicle which can be used for library events. These vehicles do not require any special license and can be maintained by the city garage as the city already owns several electric vehicles. This will put NBFPL ahead of other libraries in the state as we would be the 1<sup>st</sup> to have these vehicles.

#### **NEW BUSINESS**

Ms. Melo said the automatic renewal feature installed last month by the Sails Library Network is a great enhancement to the customer service experience. This new feature renews eligible items automatically for patrons before the due date for another two weeks.

Ms. Melo said the library mobile App developed by Sails Library Network allows patrons to scan their library card on their phones and tablets and they can scan the ISBN numbers of items/ books, to place holds; see which library the items are available; review their account and basically have the library in their mobile device. All library staff is being trained on how to use this new service so they can assist patrons.

Bookmobile hours of service: see above.

## **COMMUNICATION**

Ms. Melo informed the Board that Dr. Fletcher had submitted his resignation from the Library Board of Trustees to the Mayor due to his declining health. The Board accepted his resignation with regret and sadness. In recognition of his 20 years of service as a Trustee, Ms. Henry suggested purchasing books or dedicating a shelf in the Children's room in his honor. The Board and the Director agreed this would be a fitting tribute to Dr. Fletcher.

. Mr. Cruz made a motion to accept, with regret, Dr. Fletcher's resignation; it was seconded by Ms. Blake, and unanimously approved. Mr. Cruz made a motion to purchase children's books in honor of Dr. Fletcher using the library donation fund; it was seconded by Fr. Harrington, and unanimously approved. A letter will be sent to Dr. Fletcher informing him of the Board's vote and plan for honoring his service to the New Bedford library.

Ms. Melo informed the Board of a possibility of the chairs at the Wilks Branch to be used in a movie shooting in Boston for Netflix. Little Lord Productions, responsible for set design for the movie *Wanderlust*, a Mark Wahlberg movie, was looking for 1950's library chairs for a scene in the movie. The request for the furniture was made through the Board of Library Commissioners and Ms. Melo responded to the request. A rental agreement for use of the 24 chairs is now under development with the Office of Tourism and the Solicitor's office.

Mr. Cruz suggested adding a phone with speaker feature to the Trustees room to allow Trustees unable to attend the meeting to do so via phone. Ms. Melo will contact Clear Sound to acquire a quote for installing a phone line into the room.

## **NEXT MEETING:**

Regular meeting: Tuesday, November 27, 2018 at 3:30pm at the Main Library.

Meeting adjourned at 4:54 pm.

Clerk,  
*Lee Blake*