

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

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The Board of Library Trustees met on December 18, 2018, 3:30 PM  
in the meeting room of the Main Library

**Present:** Diana Henry, Vice-Chair  
Carl Cruz  
Elsie R. Fraga  
Helen Rogers  
Lee Blake  
Father Kevin Harrington  
Kristine S. Ferreira  
Olivia Melo, Director  
Carmen Brodeur, Account Clerk

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

**Guest:** Kristine Arsenault, representing Mayor Jon Mitchell

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

Mr. Cruz made a motion to accept the minutes of the November 27<sup>th</sup> Trustees' meeting; it was seconded by Ms. Fraga; unanimously approved.

### **FRIENDS REPORT**

Mr. Cruz made a motion to accept the minutes of the December 6<sup>th</sup> Friends of the New Bedford Free Public Library meeting; it was seconded by Ms. Blake; unanimously approved.

Mr. Cruz suggested offering the Friends a space or a file cabinet at the library so they can store their documents at the library instead of at one of the Friends members' home. This will be more ideal and professional so any of the Friends members can access the files easily.

Ms. Melo reported that Nick LeBlanc, Secretary on the Friends Board, had brought the issue up as well at the Friends meeting and had established a Google drive where all of the Friends reports could be kept. He is working on digitizing copies of the previous Friends minutes, by-laws and any other important records that need to be stored for easy access by all members on the Friends Board. The next Friends' meeting is scheduled for Tuesday, January 8<sup>th</sup>.

The Friends report was unanimously approved.

### **STAFF REPORTS**

Mr. Cruz made a motion to hold the staff reports for the next Trustee meeting seeing as how not all reports were available due to the Board meeting being held one week earlier; seconded by Ms. Fraga, all approved.

Mr. Cruz made a motion to accept the Director's report; seconded by Ms. Fraga, and unanimously approved.

### **DIRECTOR'S REPORT**

Ms. Melo reported the following –

- Participated in a teleconference with Maura Deedy, Massachusetts Board of Library Commissioners Library Advisory Specialist to seek information/guidance to assist the Friends of the NBFPL with their 501c3 status.
- Professors from the University of the Azores in Ponta Delgada visited the Main Library and the Casa da Saudade Branch.
- Reviewed WI-FI upgrade with MIS for Main and all branches.
- With the approved Strategic Plan & Technology Plan the library qualifies for the FY20 LSTA Grant program, submitted letter of intent for the upcoming grant cycle for funding of an IdeaLab.
- Full-Time Library Assistant I- 35hrs Tammy Arruda submitted her retirement resignation letter.
- City carpenters have updated the conference tables into computer tables in the Reference area of the Main library.
- DFFM cleaned the Main library gutters and repaired the chimney.
- Former Howland-Green Manager George Ripley's last day with the NBFPL was November 30<sup>th</sup> to take on a new position as Director of the Wareham Library.

The Director's report was unanimously approved.

### **COMMITTEE REPORTS**

- 1. Art:** Mr. Cruz read the Minutes of the Special Meeting of the Board on November 27<sup>th</sup> at 2:30 pm to discuss future loans of Art to City Council Chambers. Mr. Cruz made the motion to move forward with the loan to City Council chambers as per policy; seconded by Mrs. Fraga; unanimously approved. Lee Blake made a motion for the Director and Ms. Henry to coordinate a meeting with City Council President, Linda Morad, to initiate the loan request as per policy; seconded by Ms. Rogers, unanimously approved.
- 2. Bookmobile:** Ms. Rogers, Chair – Ms. Rogers reported the new parts that were ordered for the bookmobile generator have come in and they have been installed.
- 3. Building:** Ms. Melo - the city carpenters continue to build tables for the library with a similar design of those in the 1900's. Ingraham Hall (Fiction Room) will be the first area to see the upgrade from 1970's conference tables to more craftsman type tables.

Ms. Melo shared with the Board quotes from Blinds & Designs for replacement of the shades in the Art Room, History Room, 3<sup>rd</sup> floor offices and meeting room. The shades are similar to those already installed on the windows in the display area of the 3<sup>rd</sup> floor and will allow natural light in while protecting the collection from damaging sun rays. The company was offering a 20% discount if shades were ordered by end of the year. Board accepted the quotes, including new roller shades for the meeting room as the current aluminum shades are in need of replacement. Mr. Cruz made a motion to allow

the use of funds from the S.A.Wilks Trust to purchase and installation of blinds for the Main library; it was seconded by Ms. Ferreira, and unanimously approved.

4. **Finance:** Ms. Fraga, Chair – Ms. Fraga reported one of the library certificates of deposit will be maturing next month.
5. **Gifts:** Father Harrington, Chair – Fr. Harrington presented children’s books that were donated by Mr. Shawn Higgins to the juvenile Spanish collection at the Main Library. Fr. Harrington made a motion to accept the gifts; seconded by Ms. Blake, all approved.
6. **Personnel:** Ms. Rogers, Chair – Library Assistant, Tammy Arruda, retired as of January 1<sup>st</sup> after 33 years of service. Mr. Cruz recommended the Board purchase the Whaleman bookends as a retirement gift to Ms. Arruda. The gift is to be paid out of the library donation’s Trustee discretionary line item. Mr. Cruz made a motion to invite Ms. Arruda to the next Trustee meeting to be congratulated and to be presented with the retirement gift; it was seconded by Ms. Rogers, and unanimously approved.
7. **Policy:** Ms. Blake, Chair – Nothing to report.
8. **Scholarships:** Mr. Cruz, Chair – Nothing to report.
9. **Security:** Nothing to report.

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

## **OLD BUSINESS**

Ms. Melo handed each of the Board members a copy of the library FY20 Strategic Plan update which was sent to the Board of Library Commissioners to qualify for the upcoming round of Library Services & Technology Act (LSTA) grants.

As requested at the last meeting, Ms. Melo presented the Board with additional information regarding adding photo ID as another layer of protection for library patrons at time of registration. Photo is only used to verify that the card being presented corresponds with the patron on the account. Library staff will point out to the patron that this will be a helpful feature because the library card itself now has no identification information.

Patrons can refuse this feature. If patron opts out, staff will add a stock photo of a red slash circle that confirms patron opted not to have photo taken. If the patron accepts, their photo is taken by a webcam and added to their record. If an unauthorized person tries to use the card, staff can see that they are not the card holder. Only staff can see the photo so privacy is preserved. The card looks the same but patrons have the assurance of knowing their card can’t be used by anyone else if it is lost or stolen.

Ms. Melo added that when Deb Hoadly, of Hoadley Consulting, met with staff for input during the Strategic Plan development, the feedback from the library staff, was that as of right

now anyone can pick up a reservation of someone else, because there is nothing on the card to show the identity of the card holder.

This is completely against the American Library Association (ALA) Bill of Rights and the Privacy & Confidentiality of the Individuals who use the library unless the patron has a written permission by the person to allow a named person to pick up the items, and/or person has given their card to the person picking it up and /or phone call is made to the person during the transaction giving permission on the phone. This new feature will address this concern.

Fr. Harrington disagreed and reported that he had Googled library cards having photo ID and the feedback was not positive. Fr. Harrington feels this violates the patron's privacy and may limit what kind of items the patron checks out by having their photo on file.

Ms. Ferreira suggested surveying the library patrons and informing them of this feature and seeking their input on it. Once the survey is done we can discuss this issue again. The Board agreed that this is a great idea and asked Ms. Melo to put a draft of the survey together. Ms. Melo will bring a draft survey on this feature to the next trustee meeting.

Kristine Arsenault, Assistant Chief of Staff to the Mayor, said she has reviewed the photo ID feature with the Mayor Jon Mitchell and he supports the initiative.

**NEW BUSINESS:** Ms. Melo - Nothing to report.

## **COMMUNICATION**

Ms. Melo said the letter was mailed out to Dr. Fletcher informing him of the shelf in the children's room displaying picture books in recognition of his time as a Trustee.

Ms. Melo shared with the Board the news of the Library winning the *Best Department Theme* holiday greeting card contest led by the City Treasures office. This 1<sup>st</sup> annual holiday card contest was shared with all city departments and Janice Hodson created a card that represented the team of librarians led by Santa, aka Library Director, distributing books from the sky to all below. Winners were judged as follows - *1st Best Department Theme, 2<sup>nd</sup> Originality, 3<sup>rd</sup> Creativity and 4<sup>th</sup> People's choice*. The judges were Ashley Oocchino from the New Bedford Art Museum and Alison Wells, from the Alison Wells Fine Art Studio & Gallery. The prizes awarded were Domino's pizzas, sodas, and snack treats.

## **NEXT MEETING:**

Regular meeting: Tuesday, January 29, 2019 at 3:30pm at the Main Library.

Meeting adjourned at 4:42 pm.

Clerk,  
*Lee Blake*