
Minutes of the Board of Library Trustees

The Board of Library Trustees met on January 29, 2019, 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
Kristine S. Ferreira
Olivia Melo, Director
Carmen Brodeur, Account Clerk

Excused: Very Rev. Constantine S. Bebis
Father Kevin Harrington

Guest: Kristine Arsenault, representing Mayor Jon Mitchell
Ashley Ochino, New Bedford Art Museum
Gilly Cabral

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

Mr. Cruz made a motion to accept the special meeting minutes for the December 18th meeting; it was seconded by Ms. Ferreira, and unanimously approved.

Mr. Cruz made a motion to accept the minutes for the December 18th Trustees' regular monthly meeting; it was seconded by Ms. Fraga, and unanimously approved.

FRIENDS REPORT

A report from the Friends of the New Bedford Free Public Library had not been received to present. The next Friend's meeting is scheduled for Tuesday, February 5th at 6pm.

STAFF REPORTS

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

Mr. Cruz had a question regarding the attempt at book theft incident under the event log on Mr. Bermudez's report. Ms. Melo explained that the patron was given a warning and the incident was recorded for sharing with the New Bedford Police Department should the individual attempt to do so again. As theft did not occur, a Police Report was not filed.

Ms. Rogers asked Ms. Melo if the Dept. of Facilities had begun plans to replace the linoleum flooring at the Lawler branch. Ms. Melo said the request is logged with DFFM and it is dependent on their current works-in-progress as they navigate the various requests coming into their department from other city-owned buildings.

Ms. Rogers asked Ms. Melo if the WiFi issue had been improved and or upgraded at all the branches. Ms. Melo stated that the Comcast invoices now reflect an increase in cost due to the wireless speed at the branches being upgraded.

Mr. Cruz recognized the improvements at the Lawler branch due to the new chairs and shelving which Ms. Plaskon had selected to purchase with the funds approved by the Board. The branch feels bigger, warmer, and welcoming. Branch Manager, Ms. Plaskon is doing a great job with programming, especially for the Teen population. He had recently visited the branch and was thrilled to see the Teen room being utilized fully by young adults. Ms. Rogers agreed and also recognized Ms. Plaskon on her adult programming initiatives.

The staff's report was unanimously approved.

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

DIRECTOR'S REPORT

Ms. Melo reported the following –

- The updated FY20 Strategic Plan was submitted to the Mass. Board of Library Commissioners to pre-qualify for this year's LSTA grant cycle.
- Final invoices and report on the Network to Freedom Grant were processed and submitted for reimbursement to the National Park Service.
- The Legislative Breakfast for the Sails Library Network this year's event theme is "Libraries Deliver" and New Bedford Libraries were on the program.
- Met with Mark Champagne to review items on the list for the Capital Improvement Project for the library. Brought to the attention of Mr. Champagne the possible replacing and or restoration the floors of the Main library meeting room.
- Submitted requisition to CFO's office for posting and advertising of the vacant Branch Manager position at Howland Green.
- Met with Friends of the NBFPL Samantha Vasquez to review the 501c3 status.
- Parking signs to be installed at the parking lots for both Casa and Howland Green libraries with the language "*Parking for Library Patrons Only- All others will be ticketed*" were made by DPI at no cost to the library.
- Participated in the ERate webinar to determine if New Bedford libraries are eligible for this federal program to update the library's infrastructure.. New Bedford library would be eligible for up to 85% reimbursement on any upgrades done for modern telecommunications and information services.

The Director's report was unanimously approved.

COMMITTEE REPORTS

- 1. Art:** Nothing to report.
- 2. Bookmobile:** Ms. Rogers, Chair – Ms. Rogers reported that the bookmobile generator broke down again but has been fixed.

3. **Building:** see above.
4. **Finance:** Ms. Fraga, Chair – Ms. Fraga said the Trahan library certificate of deposit matured and 90% of the interest was withdrawn and 10% rolled over.
5. **Gifts:** Father Harrington, Chair – Ms. Blake donated on behalf of the New Bedford Historical Society five copies of the children’s book title: *Voices from the Underground Railroad* by Kay Winters (one copy for each of the New Bedford libraries.)
6. **Personnel:** Ms. Rogers, Chair – a meeting will be scheduled with the Personnel Committee to review and interview the candidates for the Branch Manager position at Howland Green.
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

In reviewing the previous month’s notes for preparation of the minutes, Ms. Melo came to the conclusion that the topic under discussion of the new photo ID feature for registrants of a library card may not have been properly explained or outlined to the Board.

This new feature was presented to the Board as a “*for your information*” of the new process in our library card registration procedure. The feature is new due to a recent upgrade in our Sirsi-Dynix work module which we use to register patrons. New Bedford was asked by the Sails Library Network, along with the other two larger library systems (Fall River and Taunton) to be the first to offer this ID protection to our patrons as we experience the highest volume of fraudulent library card usage. It is an opt-in by patrons, meaning it is patron driven, therefore it doesn’t require a Board vote.

The Board expressed that they had misunderstood due to how it was presented. They support the initiative after reading the December minutes and after this additional information.

Mr. Cruz made a motion to accept this new feature offered by the Sails Library Network as another layer of protection for identity theft and fraudulent borrowing of library materials; it was seconded by Ms. Ferreira, and unanimously approved.

Ms. Melo has contacted local vendor, Clear Sound Technologies, for a quote to install cameras outside of the Howland-Green branch. The funding to cover this would come from the FY19 Public Safety line appropriation. With the change in the FTG maintenance plan to a “pay-as-you-go” model at the Main branch, some funds have not been spent this fiscal year. Only one of the analog cameras at the Main Library has gone dark this year so the balance on the line will cover the 2 exterior cameras at the branch.

NEW BUSINESS

Ms. Melo informed the Board that the New Bedford library received a \$5,000.00 award from Benjamin and Deborah A. Baker through the Enable Hope Foundation to be used for library programming. A thank you letter was sent and the award will be recognized in the upcoming newsletter.

Bethany Coito, Librarian for Youth Services, applied and was awarded \$2,000.00 from the New Bedford Day Nursery to be used for youth programming during the summer.

Ashley Ochino, Executive Director of the New Bedford Art Museum/Artworks requested the opportunity to come before the Library Board to update them on the current activity of the Art Museum Board. They are undertaking a multi-year project to renovate the second floor to create gallery and education space and are currently seeking funding for a feasibility study for this project.

The Museum is getting ready to present the Community Preservation Act application to the Community Preservation Committee and is submitting another application to the Mass. Cultural Council’s Cultural Facilities Fund. Ms. Ochino presented this information to be transparent with the project and to be available if there was need for clarification related to the project. As with most grant applications, a capital campaign is underway and a series of fundraising events are being planned. The project is supported by Mayor Jon Mitchell, New Bedford Historical Society, Chamber of Commerce, Senator Montigny, Representative Cabral and a few others.

COMMUNICATION – Nothing to report.

NEXT MEETING:

Regular meeting: Tuesday, February 26, 2019 at 3:30pm at the Main Library.

Meeting adjourned at 4:39 pm.

Clerk,
Lee Blake