
Minutes of the Board of Library Trustees

The Board of Library Trustees met on February 26, 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
Kimberly S. Ferreira
Olivia Melo, Director
Carmen Brodeur, Account Clerk

Excused: Very Rev. Constantine S. Bebis

Guest: Gilly Cabral

Called to order: Ms. Henry called the meeting to order at 3:34 p.m.

Mr. Cruz made a motion to accept the minutes of the January Trustees' meeting; it was seconded by Mrs. Fraga, and unanimously approved.

FRIENDS REPORT

In lieu of a report, Ms. Melo updated the Board on the progress the Friends have made towards re-instating their 501c3 status. Samantha Vasques, newest board member of the Friends is an attorney and she has sought out the help of Linnea Michel, a lawyer from the Legal Center for Nonprofit Organizations. Ms. Melo has also provided them with copies of financial documents that were not located with the paperwork kept by deceased President, Diane Duprey. The upcoming Friend's meeting is scheduled for Tuesday, March 5th.

STAFF REPORTS

Mr. Cruz made a motion to accept the staff reports; it was seconded by Ms. Fraga.

Mr. Cruz noted the circulation total noted in the Howland-Green monthly report was very high and if it was in error since the door count remained similar to previous months. Ms. Melo explained that the door count is tallied manually and some attendance to the building may be missed. There may also be a mistake in tabulation which she would verify with the Head of Branches for future reporting.

Ms. Rogers noted that children's programs at Casa da Saudade branch have lacked attendance. Ms. Melo confirmed that attendance at the traditional library programs such as story hour and other children's programs have not generated attendance. However, the special programs of Portuguese and Cape Verdean authors have generated a great interest from the

adults. With this in mind, programming at Casa will evolve over the next few months to incorporate programs to meet the needs of patrons, particularly the Cape Verdean community.

Ms. Fraga asked for an update of the replacement of the linoleum floors at the Lawler branch. Ms. Melo informed the Board that the Dept. of Facilities had coordinated with local flooring companies to evaluate the floor and provide an estimate for possible replacement. It's anticipated this quote will be received prior to next month's meeting to be presented to Board.

The staff's report were unanimously approved.

DIRECTOR'S REPORT

Ms. Melo reported the following –

- A NO TRESPASS notice was served on Jan. 3rd to patron Mr. Milburn due to lascivious conduct in the library.
- An incident at the Wilks library via Facebook messenger threatening library staff was handled with the assistance of the New Bedford Police Department. Staff followed the correct procedure of locking the doors and calling Police immediately. Incident was a hoax but as a result, active shooter training is being scheduled to be held at the branches with the help of Officer Fonseca and Chief Cordeiro in the near future.
- The FY20 budget kickoff meeting at City Hall was held on Jan. 9th. The FY20 budget is level funded as in prior years and any change to the budget is to be submitted as an enhancement request.
- The 3rd floor window blind replacement project through vendor, Blinds & Designs, was finished on Jan. 18th and includes the Art Room, History Room, Administration offices and meeting room. The shades are light filtering while deflecting sun rays to protect the art installed in the space. The purchase and installation of the shades was possible through a vote of the Trustees to use some of the earnings of a Trust Fund left in their care for the betterment of the library.

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

COMMITTEE REPORTS

- 1. Art:** Nothing to report.
- 2. Bookmobile:** Ms. Rogers, Chair – Ms. Rogers reported that the bookmobile generator was leaking coolant but has been fixed. And a few more stops to the housing projects have been added to the bookmobile rounds.
- 3. Building:** Ms. Melo noted the city carpenters had completed the new tables for the reference newspaper and fiction room of the 2nd floor at the Main library. The tables the library had been using were donated to the Brooklawn Senior Center as they were in dire need of tables for their senior groups. Ms. Melo alerted the Board an article in the Standard Times featuring this project will be appearing in the near future.

4. **Finance:** Ms. Fraga, Chair – Ms. Fraga said nine library certificates of deposit are due to mature in May.
5. **Gifts:** Father Harrington, Chair – Ms. Henry made a donation of non-fiction books to be added to the circulating collection at the Main library.
6. **Personnel:** Ms. Rogers, Chair – Ms. Rogers reported on the Personnel Committee meeting on Feb. 19th to interview three candidates who applied for the vacant branch manager position at Howland-Green. The Committee has decided to hold off on a recommendation for hire until the candidates do a site visit to the branch and report back to the Director with their proposal of services for the branch. A second interview will be conducted with the two finalists with the assistance of Karen Stefanik, Head of Branches. A recommendation will come to the Board at next month's meeting.

Pauline Robillard, currently a Library Assistant assigned in the children's department will be reassigned to the bookmobile to cover the vacancy due to Tammy Arruda's retirement. Roger Seguin, full-time library assistant at the Main library, has submitted his resignation as of February 18th, creating a second vacancy.

Mr. Cruz made a motion to accept the personnel committee minutes for the February 19th meeting; it was seconded by Ms. Fraga, and unanimously approved.

7. **Policy:** Ms. Blake, Chair – Nothing to report.
8. **Scholarships:** Mr. Cruz, Chair – Nothing to report.
9. **Security:** Nothing to report.

OLD BUSINESS

Ms. Melo presented the Board with the proposal from Clear Sound Communications for the installation of exterior security cameras at the Howland-Green branch. There are sufficient funds in the FY19 appropriated budget to cover the cost. The need for this level of building security has become more evident as on February 14th the exterior of the branch was vandalized with spray paint. The Board approved Ms. Melo's decision to move forward with this project as soon as possible.

NEW BUSINESS

Ms. Melo made a presentation on Jan. 28th at the UMass Dartmouth in the class of Professor Anthony Arrigo. His class is for graduate students in the Master of Professional Writing Program and he was seeking community partners to pitch a dream project(s) to his graduate students. Ms. Melo presented a request for their assistance in writing a grant to obtain an electric outreach vehicle as a new form of bookmobile services for the NB library. After the presentation, the students were to choose one organization to work with for the semester. There were 25 project pitches; unfortunately the NB library was not selected for this year.

Ms. Melo said she has submitted two personnel salary budget enhancements for FY20. The 1st enhancement is for additional hours to be budgeted for the variable time employees from 15hrs to 17hrs per week. The 2nd enhancement request is to upgrade the Pre-Professional Librarian position to Librarian II.

The Digital Commonwealth has uploaded 800 digitized images from the photograph collection of the New Bedford library which includes photographs of the Portuguese community. The NBFPL will be recognized in the upcoming Digital Commonwealth newsletter.

COMMUNICATION

Ms. Melo regretfully informed the Board that Ms. Janice Hodson, Art Curator, had submitted her resignation as of March 30th to take a position at the JFK Library & Museum. Ms. Hodson has been with the Library for 10 years and has diligently worked towards the care and inventory of the library's art collection. Her professionalism and dedication to the collection on public view to all our patrons will be a significant loss. The expertise she holds as Curator of Art was recognized by the JFK Library as she was quickly selected as the candidate for the vacancy.

Mr. Cruz recognized Mr. Ramon Bermudez's excellent work ethic as a security watchman for the library. Mr. Cruz added that Mr. Bermudez goes beyond his duties and it shows how much he loves and enjoys his job at the library. He is greatly appreciated and is an asset to the New Bedford library.

Mr. Cruz asked about Ms. Plaskon's request to attend the conference for the American Library Association's annual meeting in Washington D.C. in June. Ms. Melo said she would grant Ms. Plaskon permission to attend one day of the conference with the Board's approval. The Board approved Ms. Plaskon attending and she could use one day at the conference as a work day and not need to request a Personal day. She will need to submit a report detailing the workshops she attended and how she will incorporate it into the services at her branch.

NEXT MEETING:

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

Meeting adjourned at 4:34 pm.

Clerk,
Lee Blake