



## Board of Library Trustees

January 26, 2016 – 3:30 p.m. – **Minutes**

Wilks Branch, 1911 Acushnet Avenue

<b>Present:</b>	Carl Cruz, Vice-Chair Very Rev. Constantine S. Bebis Elsie R. Fraga Diana Henry Helen Rogers Fr. Kevin Harrington Jill Horton-Simms Olivia Melo, Director Karen Stefanik, Head of Branches Carmen Brodeur, Account Clerk
<b>Excused:</b>	Dr. John Fletcher Lee Blake
<b>Guest:</b>	Joan Halter, President of the Friends of the New Bedford Free Public Library

Ms. Halter presented the report of the Friends of the New Bedford Free Public Library. Ms. Halter provided the Board with a copy of a bequest letter on behalf of the Estate of Mary Downey designating the Friends of the NBFPL as a beneficiary.

The Friends are planning their annual meeting in March. It will be a paid event, with a major speaker/entertainer as the draw. Other fundraising ideas they are investigating include a fall book festival and a literary dinner party. Ms. Halter noted that an Upper 6<sup>th</sup> Street Festival is planned for the end of September and wondered if the library would want to plan an event for it. Some suggestions included a book sale or antiquarian book fair, a storyteller and the Bookmobile.

**Called to order:** Mr. Cruz called the meeting to order at 3:40 pm.

Mrs. Rogers made a motion to accept the minutes of the December Trustees' meeting and it was seconded by Mrs. Fraga. Father Harrington noted some small corrections and the minutes were unanimously approved with the noted corrections.

### STAFF REPORTS

Ms. Horton-Simms made a motion to accept the staff reports and it was seconded by Mrs. Fraga.

Mr. Cruz noted the new chairs at the public workstations and asked Ms. Stefanik about the rug at the Wilks branch library. Ms. Stefanik said the rug has tar paving stains on it and it is hard to remove. Mr. Cruz asked Ms. Melo to speak to Ken Blanchard at DFFM to see if he can send someone from his department to have it cleaned. Mr. Cruz mentioned he was very pleased with the work done by Ms. Malo at the Casa da Saudade Branch as noted when the Trustees met at their for the December meeting.

Mr. Cruz commented on how impressed he was with how warm and inviting the Casa da Saudade Library had looked when the Trustees had the meeting there in December and commended Branch Manager Timarie Malo for her efforts in making the branch welcoming.

The Staff reports were unanimously approved.

## DIRECTOR'S REPORT

Ms. Horton-Simms made a motion to accept the Director's report and it was seconded by Ms. Henry.

Ms. Melo said she met with Eric Cohen, Assistant City Solicitor and Captain Joseph Cordeiro of the Downtown Police station to review the steps needed to be taken to accomplish the *No Trespass* process correctly. Ms. Melo said there was some misunderstanding on Captain Cordeiro's part on how the process is to be handled. Ms. Melo said the process has to involve a staff incident report and a police report before she can mail out to the individuals a notice of contemplated suspension due to the incident. Ms. Melo said if the individuals do not appear at hearing, then a formal notification of No Trespass is served to them and placed on file with the police department. This will keep us in compliance with Massachusetts General Laws and will also protect us from any discrimination suits.

Ms. Melo said she met with Portuguese Consul, Pedro Carneiro for his assistance with the artisans' titles at Casa. He has offered some suggestions which Ms. Melo is following through with and he will assist in the future if the suggestions are not viable.

Ms. Melo has submitted the FY2017 budget priorities to the mayor. Janice Hodson, Art Librarian has developed a plan for art work display on the first floor of City Hall. Ms. Melo sent a list of long-range planning consultants to the Mayor.

The Director's report was unanimously approved.

## COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – Ms. Horton- Simms reported that names have been suggested for the art acquisitions policy advisory committee. She asked Ms. Melo and Mr. Cruz about the possibility of a hosting a luncheon to be held with the candidates and if the expense could be covered by the Trustee Discretionary Fund. Ms. Melo stated that she would need to verify with the city auditor if a luncheon reimbursement would be covered under the reimbursement policy adopted by the city on September 1, 2015. Mr. Cruz said we could pay for the lunch expense out of the Library Donation Trustee discretionary fund if approved by the city. Fr. Harrington made a motion that the Trustees' discretionary funds be used if possible. It was seconded by the Father Bebis.
- 2. Bookmobile:** Ms. Rogers, Chair – Mr. Cruz asked Ms. Stefanik about the bookmobile seats that are to be re-upholstered. Ms. Stefanik said she received the purchase order and it will likely take place during February vacation.
- 3. Building:** Ms. Horton-Simms, Chair – Ms. Horton-Simms said DFFM has the Mount Vernon Architects measuring the rooms to get the exact dimensions. Mr. Cruz asked about the time frame. Ms. Melo said it will probably be in spring.
- 4. Finance:** Ms. Fraga, Chair – Ms. Fraga said she contacted Mark Fuller from the Treasures department regarding the CDs that are due to mature. Ms. Fraga said Mr. Fuller will be sending copies of CDs once matured. Ms. Rogers asked Ms. Fraga who oversees the library funds. Ms. Fraga said the City Treasurer oversees all of the library funds and CDs. Ms. Fraga said she would like to have a finance meeting to discuss it further.

- 5. Gifts:** Father Harrington, Chair – Items that were donated and accepted by Fr. Harrington for the collection were (5) New Bedford High school (Crimson Log) yearbooks: January 1943; June 1943; June 1944; June 1946; and June 1947; (3) Class of 1943 Reunion materials: 1<sup>st</sup> Reunion -25<sup>th</sup> anniversary, July 1968; 40<sup>th</sup> Reunion, 1983; 50<sup>th</sup> Reunion, 1993; and copies of miscellaneous Hi- Vets scrapbooks pages. These books are donated to the History room at the Main library. An anonymous donation of Basil Brewer's correspondence was made and accepted for the library's special collections.
- 6. Personnel:** Ms. Rogers, Chair – Ms. Melo said the Lawler library has a vacant 12hrs part-time position. Ms. Rogers asked Ms. Melo what is the status for the vacant position in the reference department. Ms. Melo said the reference position librarian will be starting within two weeks. Ms. Rogers asked Ms. Melo about the 12 hours part-time positions will they be going from 12 hours to 15 hours. Ms. Melo said it is a request in the FY17 Budget along with a enhancement request for a Youth Services Librarian.
- 7. Policy:** Ms. Blake, Chair – Nothing to report
- 8. Scholarships:** Ms. Henry, Chair – Ms. Melo said Joseph Fernandes, one of the scholarship recipients, started his first class at Simmons and is excited about learning new technologies. Mr. Cruz suggested that the Yaeger scholarship be offere in-house before opening it to the public.
- 9. Security:** Very Rev. Fr. Bebis, Chair – Ms. Rogers asked Ms. Melo about the security at the branches. Ms. Melo is working with DFFM on getting the cameras installed. Very Rev. Fr. Bebis asked Ms. Melo to keep him posted regarding the branch security.

## OLD BUSINESS

Ms. Melo said the lighting installation for energy efficiency at the Main library is 85% done. The lights fixtures in the children's rooms and hallways, have all been changed over and it's much brighter throughout the building. Mount Vernon Architects are doing the specifications for the Main library restrooms.

Ms. Melo, Mr. Cruz and City CFO Ari Sky went before the MBLC in January for the hearing of the Municipal Appropriation Requirement waiver request for FY16. The MBLC were made aware the library had made no cuts in hours or staff and Mr. Sky made clear such a budget cut would not happen next fiscal year.

Janice Pina, who retired in the beginning of January, was not able to come to this meeting. The gift from the Trustees will be brought to her.

## NEW BUSINESS

Ms. Melo asked the library Board for approval in closing the History Room to the public for the month of February for the reorganization and planning of the history room. Ms. Melo said this will allow Ms. Goodman, Head of Special Collection, 40 hrs of no public access interruptions. Ms. Rogers suggested to Ms. Melo using the vacant position once filled from the Lawler branch in the history room to provide Ms. Goodman with more help in reorganization planning. Ms. Horton-Simms made a motion to close the History Room for the month of February, it was seconded by Mrs. Fraga and unanimously approved.

Ms. Horton-Simms asked Ms. Melo about the library publicity. Ms. Melo said all library media requests have to go through the Mayor's office for approval and dissemination.

## COMMUNICATION

Mr. Cruz asked The Very Rev. Fr. Bebis to say a prayer in memory of Ms. Maria DeMello, mother-in-law of Director Melo and for Dr. Fletcher's brother who passed away during the month of January.

**NEXT MEETING:**

Regular meeting: Tuesday, February 23 at 3:30pm at the Howland Green Branch Library.

Ms. Fraga made a motion to adjourn, it was seconded by Ms. Henry and passed unanimously.

Meeting adjourned at 4:53 pm.

Recording Secretary,

*Diana Henry*