



Board of Library Trustees

April 4, 2017– 3:30 p.m. – **Minutes**

Main Library, 613 Pleasant Street

The Board of Library Trustees met on April 4, 2017, 3:30 PM,
in the meeting room of the Main Library.

Present: Diana Henry, Vice-Chair
Dr. John Fletcher
Elsie Fraga
Helen Rogers
Carl Cruz
Fr. Kevin Harrington
Jill Horton-Simms
Lee Blake
Olivia Melo, Director
Carmen Brodeur, Account Clerk

Excused: Very Rev. Constantine S. Bebis

Guest: Kristine Arsenault, representing Mayor Jon Mitchell
Ms. Diane Duprey, President, Friends of the Library
Michael Silva

Called to order: Ms. Henry called the meeting to order at 3:32 pm.

Mr. Carl Cruz made a motion to accept the minutes of the February Trustees' meeting; it was seconded by Dr. Fletcher. The minutes were unanimously approved with noted corrections.

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

Ms. Duprey introduced herself as the new President of the Friends and that the a vote was also taken to elect Carl Simmons as Vice-President, Louise Wheeler as Treasurer, and Sarah Mink as Secretary. She informed the Trustees that the Friends now have the two people authorized to handle the banking transactions, herself and Ms. Wheeler as Treasurer. Ms. Duprey said the *Winter Warming Series* event was well received with 22 people in attendance, with the light refreshments of soup provided by *Destination Soups* restaurant. Ms. Duprey said Sarah Mink has been working on the Constant Contact newsletter subscription and to date, there are 173 subscribers getting information on Friends events via email. Plans for a Chairish your Library fundraising event have been put on hold until next Spring. Ms. Rogers asked Ms. Duprey if the Friends of the NBFPL have posted signs and posters up advertising to the community their organization. Ms. Duprey said the Friends are working on a marketing plan.

The Friend's reports were unanimously approved.

STAFF REPORTS

Dr. Fletcher made a motion to accept the staff reports and it was seconded by Mr. Cruz.

Ms. Fraga asked Ms. Melo about the notation in the Special Collections report under gifts and if the gift had been properly acknowledged. Ms. Melo explained that the gift of art from Ms. Levin as noted on the report was to be reviewed by the Art Acquisitions Committee for acceptance and a deed of gift would be sent from the Art Committee. Once the deed of gift has been signed by all parties, the Art Committee will present the gift to the Board for acceptance to the collection. The Staff reports were unanimously approved.

DIRECTOR'S REPORT

Dr. Fletcher made a motion to accept the Director's report; seconded by Ms. Blake.

Ms. Melo reported that she submitted to the CFO's office the FY18 budget with the expense lines level funded as requested for both services and supplies. Ms. Melo explained that the FY18 salaries line was less than in previous fiscal years due to long-time employee retirements in FY17 even though the Unit C staff salaries were increased due to the new Wage & Classification plan approved by City Council.

Also submitted with the budget were 5 service enhancement requests, including a Youth Services Librarian, Pre-Professional Youth Services Librarian, Security Guard, Van Driver and 15 hour part-time Library Assistant for the Lawler Branch.

Ms. Melo met with students from UMass Dartmouth who are majoring in Spanish and who have a service requirement for their class. They proposed offering computer classes in Spanish at the Howland-Green Branch as part of their course. The proposal was to utilize the same format currently in place at the Main Library but to translate the brochures and plan instructional sessions in March and April. One of the students is Tiffany Medeiros, currently on staff at Howland-Green so the program planning will be managed by Ms. Medeiros in light of the manager vacancy at the Branch.

Ms. Melo said the main library restroom project was projected to be complete in four weeks but is going to take a little longer than anticipated. Over all the project is progressing well and being completed by the DFFM carpenters, mason, electrician and plumber. The funds budget for this project was \$10,000 transferred out of Salaries & Wages surplus in FY16.

The Strategic Plan has been reviewed and approved by the Mayor with some minor notations which have been corrected by Ms. Melo. The plan now needs to be reviewed by the Board as a group for a final acceptance vote at the April 25th Board meeting. The plan will then be sent to the Board of Library Commissioners for approval and once accepted, copies will be sent to the City Council and made public to the community via the library's website.

The Director's report was unanimously approved.

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – a meeting will be scheduled with the Art Committee.
- 2. Bookmobile:** Ms. Rogers, Chair – Ms. Rogers said the bookmobile is fixed and back on the road. Ms. Horton-Simms asked Ms. Melo if the library had received any more donations from Ms. Telo for the bookmobile. Ms. Melo answered no.
- 3. Building:** Ms. Horton-Simms, Chair – The Main library restroom project is still a work in progress. Ms. Melo said Mark Champagne of DFFM is working on a change order for the rug replacement project at the Wilks Branch. Mr. Cruz asked Ms. Melo if the issue with the Casa da Saudade branch meeting room furniture had been resolved. Ms. Melo answered yes. Ms. Melo said she had emailed Ken Blanchard of DFFM the inventory compiled by Daniela Moutinho, Branch Manager, of the chairs and tables that belong to Casa as a reminder to him that DFFM still needs to locate furniture for the Immigrants Assistance Center to use in their space so the library furnishings are all kept in the meeting room.

4. **Finance:** Ms. Fraga, Chair – The Trahan CD matured in February, Ms. Fraga will contact Ms. Melo with the new maturity date of the Trahan CD as soon as she hears back from the City Treasurer.
5. **Gifts:** Father Harrington, Chair – a meeting will be scheduled with the Acquisition Committee.
6. **Personnel:** Ms. Rogers, Chair – Ms. Rogers said the Personnel Committee has interviewed and recommended a candidate for the Branch Manager position at the Howland Green Library due to Kathleen Vernon's retirement in February. Ms. Rogers made a motion recommending George Ripley, a New Bedford resident as of the morning of the interview, for the post and it was seconded by Ms. Blake; unanimously approved.
7. **Policy:** Ms. Blake, Chair – Ms. Blake said the Policy Committee met and reviewed the draft for the wedding photography policy and donations policy and the draft has been submitted to the City Solicitor's office for review.
8. **Scholarships:** Ms. Henry, Chair – Ms. Melo said she anticipates two library employees applying for the Yaeger Scholarship award. Mr. Cruz stated that with qualifying in-house candidates interested in the scholarship it would not need to be posted to the public. Mrs. Fraga added the Barnet CD is coming up to mature in June. The interest of the Barnet CD is also available to be used towards the Scholarship awards.
9. **Security:** Very Rev. Fr. Bebis, Chair –Nothing to report.

OLD BUSINESS

Mr. Cruz spoke of the memorial held the previous Saturday in memory of the late Paul Cyr which was well attended considering the nor'easter our region was under. Mr. Cruz presented the service program and photo of Paul to the History Room for the Archives. People attending the service were given a photo of Paul capturing him as the iconic historian he was for many years at the NBFPL. Mr. Cruz mentioned the future dedication of the History Room to the Paul Cyr History Room to Mr. Cyr's wife and it was well received by the family.

NEW BUSINESS

Ms. Melo will provide all Trustees with the enhancement requests submitted with the FY18 budget with next month's report so the advocating can be initiated by the Trustees prior to City Council budget hearing sessions. The enhancement requests included in the budget to the Council are decided by Ari Sky, CFO and the Mayor. City Council cannot add to the budget, but they can eliminate, so it is important to advocate for those enhancements that were included in the Mayor's budget to the Council.

Dr. Fletcher asked Ms. Melo to look into purchasing a new flag for the meeting room as the existing one is starting to show its age. Ms. Melo asked the Board for suggestions on where to purchase a new flag for the library. Ms. Arsenault advised Ms. Melo to contact Ken Blanchard of DFFM as he is the City designee for purchasing flags for all departments.

Ms. Blake asked Ms. Melo to provide the Board with advance notice of special events. This will help the Board plan ahead so they are able to attend these programs. The Board agreed with Ms. Blake as they would love to attend some of these programs but weren't aware of them in time. Both Ms. Horton-Simms and Ms. Blake offered their assistance to Ms. Melo in promoting and advertising the library programs.

COMMUNICATION

Ms. Henry read out loud a thank you letter from Ms. Noelle Foye from the New Bedford Art Museum regarding the successful Art & Alzheimer's program they held at the Main Library. A second thank you letter from the Costa family thanking the Board for the Manuel E. Costa portrait event was also shared with the Board. Ms. Henry asked that both thank you letters be filed with the Trustees report.

Mr. Cruz asked that it be noted that Mr. Michael Silva had attended the meeting and he be given some time to speak. Ms. Henry would allow five minutes for the guest to speak if he wished to do so. Mr. Silva did not ask to speak to the Board.

NEXT MEETING:

Regular meeting: Tuesday, April 25 at 3:30pm at the Casa da Saudade Library.

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

Meeting adjourned at 4:38 pm.

Clerk,
Lee Blake