



Board of Library Trustees

April 25, 2017– 3:30 p.m. – **Minutes**
Meeting Room, Casa da Saudade Branch Library

The Board of Library Trustees met on April 25, 2017, 3:30 PM,
in the meeting room of the Casa da Saudade Branch Library

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

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

Guest: Michael Silva

Called to order: Ms. Henry called the meeting to order at 3:30 pm.

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

Ms. Horton-Simms informed the Board that the Friends of the New Bedford Free Public Library approved funding of three *Symphony Tales* programs to be held at the end of June. A decision was made to host the events at the Main, Wilks and Lawler branch as an extension of their morning pre-school story times. Mr. Cruz asked Ms. Horton-Simms why the Friends were not funding the event at all locations. Ms. Horton-Simms explained it was a matter of funds available but she will ask the Friends to consider funding the program at one more location.

STAFF REPORTS

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

Mrs. Fraga asked about the comment under areas of concern in the Wilks Branch report which noted the old and dirty chairs needed to be replaced. Ms. Melo explained that the chairs were original to the building and purchased in the 1950's and have been re-upholstered over the years but are now beyond maintenance. It is time to replace them with vinyl chairs that are easier to maintain than the fabric used on them in the last upholstery several years ago. The chairs are beyond cleaning to make them attractive and functional.

Mrs. Fraga also noted a newspaper story regarding the outside security cameras at the Wilks Branch being stolen. Ms. Melo informed the Board that the incident had occurred the previous week and the theft was caught on the security footage. An individual had used a barrel to reach the outside security camera and the Police and Solicitors office were notified of the incident. The NBPD is investigating and the Solicitor's office

is assisting with the documentation. A work order was placed with DFFM to replace the camera as soon as possible and have it installed at a higher level so it can not be reached by the public.

Ms. Rogers noted the low attendance at the Spanish computer classes at the Howland –Green branch. Ms. Melo explained the program was developed and presented by students at UMass Dartmouth enrolled in a Spanish class as part of their assignment. They also translated the informational brochure into Spanish. Once the semester is over, they will not be offering these computer classes in Spanish, but the library will have the brochures to share with patrons.

Mr. Cruz expressed his concern regarding the bookmobile constantly breaking down. Mr. Cruz said it seemed that for the last twelve months the bookmobile has been breaking down every two months. Ms. Rogers added that problems with the transmission had put the bus back into the city yard for repairs the previous week. Ms. Melo said the mechanics at the city yard are familiar with the bookmobile and they have been able to do the repairs at no cost to us. Ken Blanchard, Head of Facilities and Fleet, has been made aware of the issues with the bookmobile. Mr. Cruz suggested the Bookmobile Committee meet to discuss the possibility of purchasing a new bookmobile as the current one is at least 15 years old and is constantly breaking down.

The Staff reports were unanimously approved.

DIRECTOR'S REPORT

The Library Assistant I-20 hour permanent vacancy has been posted on the city web page. The person hired for this vacancy will not be performing delivery of library materials to the branches as had the previous employee. A van driver position is one of Ms. Melo's enhancement requests in the FY18 budget. The branch managers are responsible for picking up and dropping off their delivery bins at the main library.

The main library restroom project started on March 6th and the project has been completed. Mr. Cruz recognized the great work done by the DFFM crew on remodeling them.

Ms. Melo met with Esperanza Alejandro-Berube of the New Bedford Housing Authority to develop three events for the *National Book Foundation Book Rich Environments Project* to be held in June, July and August. New Bedford will be receiving 3,500 books to distribute at the events to children living in the housing developments.

All Unit C job descriptions were reviewed, revised, and updated to meet the current job standards required. Some of the job description had missing elements that are a requirement of the position. Once approved by Personnel, all job descriptions were signed by the professional librarians in accordance with the new Wage & Salary scale adopted by City Council ordinance.

Mrs. Fraga asked for clarification on the transfer of \$10,000 which was used for the main library restroom and the rug project at the Wilks branch. Ms. Melo explained it was two separate transfer requests, each at \$10,000. The first transfer request of \$10,000 was done in FY16 from the surplus in the Wages & Salaries line and set aside in capital to be used for the renovations of the main library restroom. The second transfer request was in FY17 from surplus anticipated in Wages & Salaries line but due to the AFSCME (Union) negotiations pending it has been put on hold. Ms. Melo said the main library rug project came under budget leaving some funds to be utilized for the rug project at the Wilks branch if transfer request is not approved.

The Director's report was unanimously approved.

COMMITTEE REPORTS

1. **Art** - Dr. Fletcher, Chair – Dr. Fletcher said the Art Committee met on April 21st to discuss three items. The first topic was regarding the *Sunset Light* painting. Based on the information received from the

Mayor's office, the Art Committee is recommending the Board of Trustees vote not to allow the painting to be loaned to the Buffalo Bill Center for the exhibition *Albert Bierstadt: Witness to a Changing West*. The Board agreed with the decision. Mr. Carl Cruz made a motion to not to allow the painting, *Sunset Light* to be loaned to the Buffalo Bill Center for the exhibition *Albert Bierstadt: Witness to a Changing West*; seconded by Ms. Fraga and it was unanimously approved.

Members of the Committee agreed to send a letter expressing their confidence and appreciation to Janice Hodson, Art Curator, recognizing her efforts in following established art loan policy procedures, as entrusted to her by the Board, in regards to the loan request. Mrs. Fraga and Mr. Cruz agreed that a letter should be sent to Ms. Hodson noting that she was in communication with the Center at the request of the Board to solicit more information before a final decision regarding the loan was made by the Art Committee and the Board of Trustees.

The second topic of discussion was the portraits of James Bunker Congdon, Abraham Howland and Stephen Brownell which are on loan in the City Council chambers and the moisture damage they were exposed to from a steam leak that occurred in the room sometime between March 4th and 5th. The paintings need to be removed from the chambers and sent to the paintings conservator for treatment. Dr. Fletcher said the steam leak was caused by a malfunction of the basement heating equipment installed by Siemens and Siemens had admitted fault, so cost of repair of the portraits will be covered by them. The Board agreed to have these paintings removed as soon as possible. Mrs. Fraga made a motion to initiate removal of the paintings in the City Council chambers by fine arts handlers; it was seconded by Ms. Rogers and unanimously approved.

Dr. Fletcher asked for a third motion regarding the donation of the artwork from Mrs. Frances Levin by New Bedford native Carolyn Swiszczy to the art collection at the Main library. The items had been accepted by the Acquisitions Committee and the Art Committee approved the recommendation. Ms. Rogers made a motion to accept the artwork; it was seconded by Ms. Fraga and unanimously approved.

2. **Bookmobile:** Ms. Rogers, Chair – See above.
3. **Building:** Ms. Horton-Simms, Chair – Ms. Horton-Simms said the Wilks library rug project was completed on April 6th. The Main library restroom renovation project was completed on April 19th by the DFFM crew who are now retrofitting the children's restroom to its original fixtures which were removed to make the space ADA compliant for adults while the public restrooms were closed for renovations. Due to the project coming in slightly under budget, the refurbishing of the children's restroom is possible. The walls will be repainted, and the vinyl floor tiles which were damaged some time back will be replaced with new tiles to match the ones in the sink area.
4. **Finance:** Mrs. Fraga, Chair – Mrs. Fraga noted some of the CD's will mature and will be rolled over. Mrs. Fraga will discuss in more detail at next month's meeting.
5. **Gifts:** Father Harrington, Chair – see above.
6. **Personnel:** Ms. Rogers, Chair – Ms. Melo had presented to the Personnel Committee the proposed organizational chart which would accompany the budget submission to the Mayor. In order to present the request for a Youth Services position, some efficiency in personnel had to be made for the enhancement to be considered. The only efficiency to be made, which would not affect service levels, was to eliminate the Head of Branches position and restore it to the Branch Head position. This creates a significant savings in salaries over the next few years and puts all branch managers on the same level - all will be responsible for managing all matters at their location. The Board agreed with Ms. Melo that this efficiency will benefit the library overall. Ms. Rogers made a motion to accept the Director's proposal; seconded by Mr. Cruz and unanimously approved.

7. **Policy:** Ms. Blake, Chair – The Wedding Photography and Donations policy have finally gotten approved by the City Solicitor’s office and will be presented to the Board at the May meeting.
8. **Scholarships:** Mr. Cruz, Chair – a meeting will be scheduled with the Scholarship Committee in the upcoming weeks to determine the Yeager and Barnett Scholarship awards. Currently, the library has two staff members who qualify for both and it’s anticipated they will be applying.
9. **Security:** Very Rev. Fr. Bebis, Chair –see above.

OLD BUSINESS

Ms. Melo asked the Board if there were any questions on the Strategic Plan which was included in the previous month’s packet for review. With no questions, Ms. Melo asked for a vote accepting the FY18-FY22 Strategic Plan. Once approved by the Board, a copy of the plan will be submitted to the Board of Library Commissioners for approval and copies will be distributed to the City Councilors in advance of the budget hearings. Mr. Cruz made a motion to approve the FY18-FY22 Strategic Plan; seconded by Dr. Fletcher and unanimously approved.

Ms. Melo and Mr. Cruz are planning the program for the dedication of the History Room to the Paul A. Cyr History Room in recognition of his 36 years of dedicated service to the Library and the History of New Bedford. Mr. Cyr’s wife will be out of the country in June, so the program will be held sometime in July.

NEW BUSINESS

Ms. Melo informed the Board that she has submitted to the CFO the final piece of the FY 18 budget which is the Performance Measures. The measures correlate to the Strategic Plan goals and activities so the data being collected for the City and the State will be consistent.

Ms. Horton-Simms developed and distributed a sample yearly calendar listing of the activities/programs being held at the Library during the month of April. She will populate the rest of the calendar from the online calendar available on the library’s web page.

Ms. Blake informed the Library Director of the Seaport Cultural District grant which encourages programming downtown on Thursday evenings, with exception of AHA! and Fifties Night. It is a matching fund grant seeking partners to market the district as a destination. Ms. Blake will send the info to Ms. Melo to utilize for the summer outdoor concerts the library hosts.

Ms. Melo reviewed with the Board the upcoming library programs at the Main library. The *knitting club*, *gardening club* and *computer classes* are a hit with the patrons and are well attended. Ms. Melo said Amy Ferguson, Reference Librarian, is working on a new program called “*Borrow a Librarian*” which entails an hour set aside to work with patrons helping them navigate mobile devices and tablets. A system wide newsletter is also in development and a copy of it will be included in the monthly packet so Trustees have a reference of events being held at all service outlets.

COMMUNICATION

Ms. Melo has submitted to the Mayor the letter of attendance for the three Trustees to be reappointed in 2017. The Mayor has approved and requested the reappointments to the City Council at the upcoming Council meeting.

Ms. Henry asked the Library Director to post the Agenda in advance for the following months and locations - May 30th at the Howland Green Library, June 27th at the Lawler Library, July 25th at the Wilks

Library. Mr. Cruz made a motion to accept posting of the Agenda in advance; seconded by Ms. Blake and unanimously approved.

NEXT MEETING:

Regular meeting: Tuesday, May 30 at 3:30pm at the Howland Green Library.

Mr. Cruz made a motion to adjourn, it was seconded by Dr. Fletcher and passed unanimously.

Meeting adjourned at 5:14 pm.

Clerk,
Lee Blake