



Board of Library Trustees

May 30, 2017– 3:30 p.m. – **Minutes**
Meeting Room, Howland Green Branch Library

The Board of Library Trustees met on May 30, 2017, 3:30 PM,
in the meeting room of the Howland Green Branch Library.

- Present:** Diana Henry, Vice-Chair
Very Rev. Constantine S. Bebis
Fr. Kevin Harrington
Dr. John Fletcher
Elsie Fraga
Helen Rogers
Carl Cruz
Jill Horton-Simms
Lee Blake
Olivia Melo, Director
Carmen Brodeur, Account Clerk
- Guest:** Kristine Arsenault, representing Mayor Jon Mitchell
George Ripley, Branch Manager-Howland Green Library

Called to order: Ms. Henry called the meeting to order at 3:31 pm.

Mr. Cruz made a motion to accept the minutes of the April Trustees' meeting; it was seconded by Ms. Blake. Both Mr. Cruz and Mrs. Fraga noted corrections to be made, and the minutes were unanimously approved with the corrections.

Ms. Horton-Simms said the Friends of the New Bedford Free Public Library will be funding three performances of *Symphony Tales* at New Bedford Libraries on the two last Saturdays of June. Board members questioned why only three locations were offering the program. After some discussion, Mr. Cruz and Dr. Fletcher, asked the Director to contact the Friends asking sponsorship of an additional event so all Branches offer the same level of service to their patrons. If the Friends do not support the request, the Director was asked to fund the event from the Library Donations account.

STAFF REPORTS

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

Mr. Cruz asked Mr. Ripley, Branch Manager at the Howland Green Library, to clarify his notation on the monthly report regarding the Spanish computer classes. Mr. Ripley explained the classes were offered as part of a class assignment for Ms. Tiffany Medeiros, Library Asst- I, studying at UMASS. Ms. Medeiros is coordinating with other students from UMASS and BCC to volunteer and assist with the Spanish computer classes to keep the program going.

Ms. Rogers asked Ms. Melo if the restroom doors at the Wilks Branch are kept locked now. Ms. Melo explained that the public needs to ask the staff for the key to use the restrooms.

The Staff reports were unanimously approved.

DIRECTOR'S REPORT

Ms. Melo said the rug project at Wilks was completed on April 1st. The vacant Library Asst. I- 20 hr permanent (part-time) position has been filled by Brenna Shurtleff, a variable time employee assigned to the Wilks Branch.

The first event of the HUD/National Book Foundation, *Book Rich Environments*, project will be held on Saturday, June 24th at Dottin Place on Church St. in the north end of the city. *Your Public Library* is the theme of the first event and will include the bookmobile and other community partners participating in the event which will run for 2hrs. Books that were donated will be distributed to the children living in these developments and each of the Branch Managers will be assisting the Library Director at their neighborhood locations.

Ms. Melo said the Main library 1st fl bathroom renovation project was completed April 18th and the Main library children's restroom was completed April 27th.

New Bedford Library has received the second State Aid award payment of \$80,886.52 for a total of \$156,970 for the 2017 fiscal year.

Ms. Melo asked the Board for their permission to invite the Branch Managers to attend the Trustees meeting held at their locations and require they stay for the duration of the meeting. The Board agreed and Dr. Fletcher made a motion; seconded by Mrs. Fraga and unanimously approved.

The Director's report was unanimously approved.

COMMITTEE REPORTS

1. **Art:** Dr. Fletcher, Chair – a meeting will be scheduled with the Art Committee. Ms. Henry asked if the letter was sent out to Ms. Hodson and Dr. Fletcher answered yes.
2. **Bookmobile:** Ms. Rogers, Chair – Ms. Melo said the bookmobile is back and forth to the City yard for continued repairs and Ken Blanchard, Dept. of Facilities & Fleet, is aware of all the repairs being conducted on the bookmobile.

Mr. Cruz asked Ms. Melo if she had found the information on where the current bookmobile was purchased. Ms. Melo said Ms. Stefanik had the information and bookmobile staff had begun compiling research on funding sources and cost quotes for a new bookmobile. Ms. Henry agreed it was a good time to start the evaluation process for acquiring a new bus.

Mr. Cruz asked if the manufacturer had been contacted to review the mechanical issues the bookmobile was having. Ms. Melo explained that all mechanical issues with the bus are handled through Ken Blanchard and DFFM as she does not have the knowledge of mechanical repairs or auto parts. Ms. Arsenault reassured Mr. Cruz that the City Yard mechanical team is responsible for all city vehicles and know what they're doing.

3. **Building:** Ms. Horton-Simms, Chair – Ms. Melo and Managers visited the Baker Books Store at 2 McCabe Street at the invitation of Deborah Baker who is dismantling the store. She offered up books and shelves to the NBFPL locations. Ms. Melo said the Baker Books legacy will live on at the New Bedford libraries.

Ms. Horton-Simms asked Ms. Melo regarding the handling of issues with the security alarm when the Library Director is not available. Ms. Melo explained that all of the management team is aware they have to open a service/work order with DFFM so All Security can correct the issue. Ms. Arsenault

confirmed that all Department Heads need to place a work order first with Ken Blanchard of DFFM before any work can be done.

Ms. Horton-Simms asked for a motion to send Bill White, evening custodian at the Main Library, a recognition letter recognizing him for his work on the window display at the Main library. It was seconded by Dr. Fletcher and unanimously approved.

Mr. Cruz stated that the Lawler Branch library is looking de-cluttered since some of the computers from the teen room were re-assigned to the adult area. Mr. Cruz added that the teen patrons prefer to use their own devices and this frees up table space. Mr. Cruz also acknowledges the gardens at the Lawler library are beautifully landscaped.

4. **Finance:** Ms. Fraga, Chair – Ms. Fraga said nine certificates of deposit had matured and rolled over except the Trahan and Bebis CD. 90% of the interest was withdrawn from each CD that matured with the exception of the Barnet fund which had 100% of the interest withdrawn as stipulated in the Trust. Ms. Fraga said this year with two scholarship applicants, the Finance Committee voted to award (2) \$200 in scholarships from the Barnet Fund. The funds earmarked for scholarship have accumulated in previous years due to not having any qualified applicants.
5. **Gifts:** Father Harrington, Chair – Fr. Harrington donated two books and a subscription of magazines to the Main Library. The Very Rev. Constantine Bebis made a motion to accept the gifts; it was seconded by Ms. Rogers and unanimously approved. Mr. Cruz advised the Board that in future, the Gift Committee meet first before any gifts are accepted and approved by the NBPL Board of Trustees.
6. **Personnel:** Ms. Rogers, Chair – Ms. Rogers asked Ms. Melo if the Lib. Asst. I- 20 hrs permanent position started yet. Ms. Melo answered yes.
7. **Policy:** Ms. Blake, Chair – Ms. Blake asked the Board to review the **Wedding Photography Policy** for approval now that it had passed through the City Solicitor's office. Ms. Blake noted the suggested \$50 donation to the library donations account by the bridal party/photographer. Ms. Fraga asked to whom the patrons should make out the checks. Ms. Blake said checks are to be made out to the New Bedford Free Public Library Donations Account. Mr. Cruz asked why the checks were to be made out in this manner and not to the NBFPL Trustees. Ms. Melo explained that the library has a donation savings account that any monetary gifts are deposited into and earmarked if specified by the donation. For example, Ms. Telo donates funds to be used for the bookmobile so it is deposited into this general donations account but designated in the Account Clerks paperwork in a **bookmobile** line item and expended accordingly. Mr. Cruz thanked Ms. Melo for the clarification. Ms. Horton-Simms made a motion to accept the Wedding Photography Policy; seconded by Dr. Fletcher and unanimously approved.

Ms. Blake asked the Board to review the Gifts & Donations of Material Policy. Ms. Melo explained this policy was intended towards the donation of books, magazines and video to the library by patrons to avert becoming a dumping site for unwanted material. Ms. Henry suggested adding the word **monetary** to bequests. Ms. Horton-Simms made a motion to accept with the noted correction of adding the changes to the gifts and donations of materials policy; seconded by Mr. Cruz and unanimously approved.
8. **Scholarships:** Mr. Cruz, Chair – Ms. Melo said the Scholarship Committee met to review and interview two applications from the in-house posting of scholarship availability. Bethany Coito, Library Assistant (PT at Wilks) and Joseph Fernandes, Head of Circulation, were interviewed on May 15th. A motion was made that each candidate receive a \$500 scholarship from the Clement Yeager Scholarship and a \$400 scholarship from the Barnet Fund be awarded to Mr. Fernandes as he has worked for the library for 14 years. Fr. Harrington made a motion to accept the recommendation of the Scholarship Committee; it was seconded by Ms. Blake and unanimously approved.

- 9. Security:** Very Rev. Fr. Bebis, Chair – Ms. Melo said DFFM is replacing and installing the new cameras at the Wilks library which were stolen.

OLD BUSINESS

Ms. Melo said the program and dedication of the History Room to the Paul A. Cyr History Room has been scheduled for Saturday, August 12th due to Mr. Cyr's wife being out of the country during the month of June.

NEW BUSINESS

Ms. Melo said DFFM has started with the groundskeeping for curb appeal at the Howland-Green branch. DFFM has removed the benches and the large trees which will be replaced with colorful low growth shrubs. The removal of the overgrown trees has already improved the visibility of this branch and it has been noted by the public.

The Board asked Mr. Ripley what he would like to see happen at the branch. Mr. Ripley noted the need for better windows to let light in, because all covered with a paint film and there is very little sunlight coming in to the branch.

Fr. Harrington asked Ms. Melo of the possibility of self check-out stations at the libraries. Ms. Melo said the self-check system is costly and requires security gates. The main library is currently the only location with the security gates and the strips which are placed on books also come at a high price. Ms. Melo said the Technology Plan will address the feasibility of self-check at all NBFPL locations.

Ms. Melo reminded the Library Board of the upcoming FY18 budget hearing scheduled for June 7th for 7:00 pm in City Council chambers. Ms. Melo noted the Board's attendance and support for the FY18 budget hearing is very important. Mr. Cruz and Mrs. Fraga agreed and advised the Board members to make every effort to attend.

COMMUNICATION

Mr. Cruz noted he appreciated the one-sheet handouts Ms. Melo put together explaining the Library's Strategic Plan for the public to read.

Ms. Blake asked the Board and Library Director to email her a list of names of important library women in New Bedford history.

Mr. Cruz asked for a moment of silence in memory of Ms. Marjorie Jenney who was instrumental in creating the Kempton Book fund for the library.

The Library Board thanked Mr. Ripley for attending the Trustee meeting.

NEXT MEETING:

Regular meeting: Tuesday, June 27 at 3:30pm at the Lawler Library.

Ms. Blake made a motion to adjourn, it was seconded by Ms. Horton-Simms and passed unanimously.

Meeting adjourned at 5:12 pm.

Clerk,
Lee Blake