



Board of Library Trustees

June 27, 2017 – 3:30 p.m. – **Minutes**
Meeting Room, Lawler Branch Library

The Board of Library Trustees met on June 27, 2017, 3:30 PM.
in the meeting room of the Lawler Branch Library

Present: Diana Henry, Vice-Chair
Very Rev. Constantine S. Bebis
Fr. Kevin Harrington
Elsie Fraga
Helen Rogers
Carl Cruz
Jill Horton-Simms
Lee Blake
Olivia Melo, Director
Carmen Brodeur, Account Clerk

Excused: Dr. John Fletcher

Guests: Diane Duprey, President of the Friends of the New Bedford Free Public Library
Kristine Arsenaault, representing Mayor Jon Mitchell
Denise Plaskon, Lawler Branch Manager

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

Mr. Cruz made a motion to accept the minutes of the May Trustees' meeting; it was seconded by Ms. Blake. The minutes were unanimously approved.

Ms. Duprey gave the report of the Friends of the New Bedford Free Public Library with a summary of the June 6th meeting of the Friends. The Board was invited to offer ideas or suggestions for programming to the Friends group either via email to Ms. Duprey or by attending the upcoming meeting on July 11th at 6:00 p.m. in the Trustees room of the Main Library.

In the summary presented, Ms. Duprey reviewed the Friends sponsorship of the three *Symphony Tales* events during the month of June. Ms. Duprey is working with the accountant in getting all paperwork needed to file the Friends taxes from 2014 to present as they had not been done. The Friends annual meeting will be held in September with a program immediately following the business meeting. Ms. Carol Cohen, educator and historian, will present a first person interpretative program "*Tea with Eleanor Roosevelt*". Ms. Duprey informed the Library Board of Trustees that the Friends annual meeting is also the time when board nominees and elections are held and anyone who would like to nominate a candidate is encouraged to do so. Mr. Cruz asked how current members will be notified of the meeting and Ms. Duprey noted she will be discussing how best to notify members at the upcoming Friends meeting on July 11th.

Mr. Cruz made a motion to accept the Friends report; seconded by Ms. Fraga and unanimously approved.

STAFF REPORTS

Mr. Cruz made a motion to accept the staff reports and it was seconded by The Very Rev. Constantine S. Bebis.

Ms. Rogers asked for an update on the loitering issue at the Casa Branch. Ms. Melo said this issue is an ongoing problem at the Casa and Howland Green and an eye is being kept on both locations. Fr. Harrington suggested reaching out to the public schools and collaborating with the school department and its summer programs for children's and teens. Ms. Melo said Daniela Ferreira, Branch Manager at Casa and George Ripley, Branch Manager at Howland Green are working together on this issue. The Statement of Rules and Regulations Policy provides a framework for managers to follow, which includes when to seek Police assistance.

Mr. Cruz asked Ms. Melo regarding the towing of cars parked for long term at the Casa branch and if it had been resolved. Ms. Melo reported that DFFM are taking the lead on this and Ken Blanchard has been working with the Traffic Division of the NBPD to have the cars towed.

Mr. Cruz asked Ms. Melo regarding the area of concern in the Howland Green report noting the inability to make long distance calls for library business. Ms. Melo explained the issue had been resolved and that both library land lines are now open for staff to make long distance business calls. Ms. Melo said the block was done back in the day so patrons asking to use the library phones for personal use could not do long distance calls. Now with most patrons owning cell phones, with out of area codes, it was a necessity to open the lines for library calls.

Mr. Cruz commended the Wilks Branch report for May as being well written by Ms. Stefanik and he was happy to see the addition of the Tech Tuesdays happening at Wilks which will offer patrons a time for assistance with their mobile devices.

Mr. Cruz asked Ms. Melo regarding the area of concern in the Wilks library report under wish list, the refinish of the circulation desk. Ms. Melo explained that Ms. Stefanik would like the circulation desk refinished but it is not a priority. At some point the DFFM carpenters will be assigned to refinish the desk but right now, the Howland Green library is next in line for building issues. Mrs. Fraga agreed with Ms. Melo and said the Howland Green windows, outside cement seats and grounds keeping should be the priority now. Mr. Cruz asked if the police were patrolling the Howland Green library grounds. Ms. Melo and Ms. Arsenault both stated that the Police are very aware of the loitering happening at this location and are keeping an eye on it.

The Staff reports were unanimously approved.

DIRECTOR'S REPORT

Ms. Melo said George Ripley, Branch Manager at the Howland Green library started on May 1st and he has adjusted well with the staff and the kids in this community. Mr. Ripley's vision for the Howland Green branch includes creating many new programs for his patrons, particularly adult programming. DFFM has begun the grounds keeping renovation at this branch as of May 15th by removing the overgrown trees which were blocking the building from view.

Ms. Melo and Mr. Easton met with a library patron whose behavior at a library program was disruptive both to the attendees and staff person managing the program. A letter was presented to him outlining his inappropriate behavior and how it violated the Statement of Rules and Regulations. He was notified that if he continued to act in a manner requiring he be asked to leave the program, he will be served with the official No Trespass notice.

Two library staff members attended the City's pin ceremony recognizing employees of 5, 10, 15 and 20+ years of service. Ana Monteiro and Carmen Brodeur, both 20 year employees chose to attend the ceremony to receive their pins in person from the Mayor.

The Strategic Plan was post mailed to all City Council members at their home address in preparation for the budget hearing. Ms. Arsenault congratulated Ms. Melo on her successful presentation of the FY18 budget to the City Council.

The Friends of the NBFPL approved funding the Summer Reading Program with a budget of \$2,000 and the funds will be used for performers, refreshments and prizes.

Fr. Harrington asked the Director for more information on the reports regarding branch use by patrons. In his opinion, the statistics don't reflect the day-to-day use of the branch and how patrons are utilizing the services provided. He suggested some type of simple survey for patrons to take when they visit the branches, or for the managers to do a snapshot of the activities at the branch and add it to their report. Ms. Melo explained that the statistics are collected as a performance measure for both city and state reporting. She would ask the managers to incorporate more of a narrative in their reports to define what the statistics measured.

The Director's report was unanimously approved.

COMMITTEE REPORTS

1. **Art:** Dr. Fletcher, Chair – Report tabled for next meeting due to Dr. Fletcher's excused absence.
2. **Bookmobile:** Ms. Rogers, Chair – Ms. Rogers said the bookmobile is off the road again due to transmission problems. Ms. Melo said Ken Blanchard of DFFM and the mechanics at the City Yard, are managing the bookmobile repairs. When it is something they can't fix in the city garage it goes to Rhode Island for a more thorough repair. It will be with this garage for 2 weeks so they can clearly assess the issue and repair it.
3. **Building:** Ms. Horton-Simms, Chair – Nothing to report.
4. **Finance:** Ms. Fraga, Chair – Nothing to report.
5. **Gifts:** Father Harrington, Chair – Ms. Blake donated two books to the History Room in memory of the late Paul Cyr. Father Harrington, Gift Committee accepted the gifts.
6. **Personnel:** Ms. Rogers, Chair – Ms. Rogers said George Ripley, Branch Manager at the Howland Green Library and Brenna Shurtleff, Library Assistant I- 20 hr permanent part-time at the Wilks branch library have both started their positions.
7. **Policy:** Ms. Blake, Chair – Nothing to report.
8. **Scholarships:** Mr. Cruz, Chair – All scholarships awards have been distributed.
9. **Security:** Very Rev. Fr. Bebis, Chair – Nothing to report.

OLD BUSINESS

Mr. Cruz said the Paul Cyr History Room dedication will be Saturday, August 12th from 1:00 – 2:00 p.m. with a small reception of 15 to 20 minutes followed by the unveiling of the name plaque, dedicating the History Room to Paul A. Cyr.

Mr. Cruz asked Ms. Melo when the History room was going to open more hours to the public, particularly on Friday and Saturday. Ms. Melo explained she is aware of the need to open up the room for more public access and that it has been discussed with Ms. Goodman. The Library Assistant in the department is working in conjunction with Ms. Goodman with the exception of Thursday evenings when she is alone in the department. Her training is now complete and it's possible to have her work independently on the Friday/Saturday rotation. The hours, however, would still be listed on the web page and other documents as 'call for schedule' on Friday and Saturday to insure the History Room is available to the patron when they visit the Main Library. During breaks, the room will be closed to the public as there is only one person in the room. The extended hours of service could begin in September. The Board approved this.

Ms. Rogers asked about the paintings in the City Council Chambers and if they were going back after the restoration occurred. Ms. Henry said the Art Committee met on June 1st and voted that once the paintings have been cleaned and restored, they will go back to the City Council Chambers.

Mr. Cruz expressed his pleasure that the City Council approved all of the enhancements requested in the FY18 budget. Ms. Arsenault added that it was possible due to Ms. Melo's presentation and the Board of Trustees and staff members attending the budget hearing in support of the library. Ms. Kristine Arsenault thanked the Board for their support of Ms. Melo. Ms. Arsenault suggested the Board thank the City Council personally.

NEW BUSINESS

Ms. Melo reported that a proposal for the Technology Plan, which was referenced in the Strategic Plan has been received as of the morning of the meeting. The plan was submitted by Jennifer Koerber as recommend by Deb Hoadley. The proposal will be shared with the Mayor for review and Ms. Melo passed out a copy of the plan to the Trustees for their review. Funds to pay for the development of this plan will be encumbered from the FY17 budget.

COMMUNICATION

Ms. Horton-Simms passed out flyers to the Trustees of the *Symphony in the Courtyard* programs she had coordinated with Ms. Melo. Some discussion followed as this was the first time the Board had heard of the program and some clarification on the funding for this program was in question. The first series in 2015 was funded in part by the City of New Bedford and the Library. For this series, the funding will be solely from the Library Donations account for the four performances in July. Mrs. Fraga pointed out that the flyer noted the performances as being done by the New Bedford Symphony, but it's members of the Symphony who will be performing and being paid, so the flyer should read '*New Bedford Library presents Symphony Music in the Courtyard*' because the Symphony as an organization was not involved in these programs.

Ms. Melo asked the Board for assistance in developing a budget from the Library Donation account to assist with future program development. Prior to Ms. Horton-Simms coordinating with the members of the Symphony to perform in July in the Courtyard, Ms. Melo had earmarked funds as part of a matching grant to offer *Jazz Concerts* with the New Bedford High School students during the month of August. Paying for programs from the Library Donations account is appropriate use of the fund however, a set yearly amount would be preferable to avoid over-spending of the funds. Mrs. Fraga agreed a set amount should be discussed because if we deplete the donations fund, it's harder to build it back up. Some discussion followed regarding funding options for future programs.

Mrs. Fraga made a motion that before any funds from the Library Donations account be used for programming, the request including the name of the vendor/individual and cost needs to come before the Board of Trustees for approval; seconded by Ms. Rogers; motion approved with one in opposition.

Ms. Blake suggested the creation of a Program Committee to review program costs and recommendations could then be forwarded to the Finance Committee for final approval. The Board and the Director agreed this was a good plan. Mr. Cruz made a motion that programs which will be paid from the Library Donations account needs to be approved by the Board of Trustees first; seconded by Ms. Horton-Simms and unanimously approved.

Ms. Melo pointed out the shelves in the meeting room at Lawler as an example of the shelves donated to the NB Libraries by the Ben and Deborah Baker of Baker Books. Through their donation, the Baker Books Store lives on at all the New Bedford libraries. A formal letter of thanks will be sent to the Bakers once all of the shelves are delivered to the libraries.

NEXT MEETING:

Regular meeting: Tuesday, July 25 at 3:30pm at the Wilks Library.

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

Meeting adjourned at 5:18 pm
Clerk,
Lee Blake