
Minutes of the Board of Library Trustees

The Board of Library Trustees met on November 26, 2019, 3:30 PM
in the meeting room of the Main Library

Present: Diana Henry, Vice-Chair
Elsie R. Fraga
Helen Rogers
Ann R. O'Leary
Carl J. Cruz
Father Kevin Harrington
Lee Blake

Olivia Melo, Director
Carmen Brodeur, Account Clerk

Excused: Very Rev. Constantine S. Bebis
Kimberly S. Ferreira

Guest: Kristine Cunningham, representing Mayor Jon Mitchell
Emmanuel Fernandes, Masonic Lodge

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

Mr. Cruz made a motion to accept the minutes of the October Trustees' meeting; seconded by Mrs. Fraga, and unanimously approved.

Ms. Melo welcomed Emmanuel Fernandes, Junior Warden of the Masonic Lodge. Mr. Fernandes gave a brief presentation of a funding proposal for the conservation treatment of the Abraham H. Howland portrait which is displayed in the meeting room at the Main Library. The Lodge has identified this initiative as one of two charitable gifts they seek to make this year. The intent is to present the full amount, estimated to be around \$25,000, for the conservation treatment of the portrait. The Masonic Lodge will be hosting events to raise funds and 100% of the contributions raised will go toward this initiative. The conservator will be chosen by the Library's Art Curator and the funds will be presented as a bank check issued to the New Bedford Free Public Library for the purpose of restoration of the Abraham H. Howland portrait.

After some discussion followed regarding recognition plaques and program to recognize the gift, Mr. Cruz made a motion to accept the Masonic Lodge's proposed gift of the full cost of conservation treatment for the Abraham H. Howland portrait; seconded by Ms. Fraga, and unanimously approved.

Mr. Fernandes extended an invitation to everyone in the meeting to attend the upcoming holiday event at the Lodge and to take a tour of the Masonic building, located on the corner of Union and County Street in New Bedford.

FRIENDS REPORT

The next Friend's meeting is scheduled for Tuesday, December 3rd at 6:00 p.m.

STAFF REPORTS

Mr. Cruz made a motion to accept the staff reports, seconded by Ms. Blake.

Mr. Cruz noted the mention in the Lawler monthly report, under collection development, of running out of space on the shelves for new materials. He asked why the branch manager wasn't weeding out more of the older materials so she can make space for the newer items. Ms. Melo will review the need for sustainable weeding of the collection with the branch manager.

Mr. Cruz noted the Howland-Green monthly report, under development, the teen room needing a new PlayStation, as the current one that was donated and has had a lot of use. Ms. Melo was asked to investigate replacing it as this branch will benefit from it as teens who utilize this branch may not have access to one at home.

Mr. Cruz asked Ms. Melo for more detail on the incident reported in the Watchman's report regarding a homeless couple camped out in the back of the Howland-Green branch. Ms. Melo confirmed the couple had created a "tent" using a shopping cart and a blue tarp. Mr. Bermudez spotted the makeshift tent via the security camera feed to the Main Library and contacted the New Bedford Police department for their assistance in removing the tent.

Ms. Fraga asked if DFFM had provided a timeline for un-boarding the windows in the Children's area at the Howland-Green branch. Ms. Melo informed them this may not be done soon as it was discovered the windows have not been covered up by plywood; they window was removed and replaced with the metal sheets. Un-boarding them will mean replacing the windows with new ones.

Ms. Rogers commended Mr. Bermudez for creating the signage identifying each floor which provides patrons with the information of what is available on each floor.

Mr. Cruz noted the changes on the 2nd floor in the microfilm area of the main library. The removal of shelves which were blocking the windows and natural light, opened up the area for an inviting space for patrons to work in the upcoming CreateLab.

The staff's report was unanimously approved.

Mr. Cruz made a motion to accept the Director's report; it was seconded by Ms. Rogers.

DIRECTOR'S REPORT

Ms. Melo reported the following:

- Submitted request of No Trespass notice to City Solicitor's office on a patron requiring Narcan at Howland-Green branch.
- Submitted requisition to the City CFO's office for the vacant part-time Library Asst. variable position at the Wilks library.
- Interviewed candidates for the vacant part-time variable positions and made selection for the Wilks library and Main library and possible candidate for the Howland-Green branch once the 3rd vacancy is released by the CFO's office in December.
- Reviewed application developed by J. Goodman for submission to Community Preservation Committee for the digitizing of 76 whaling log books.
- Submitted proposed teen policy drafted by the Branch Managers and Youth Services Librarian for review to the Policy Committee.
- Dale Easton will return to work on December 2nd.

Mr. Cruz noted and was pleased to see all library staff members were wearing their library badges and how everyone looks professional. He added that the staff wearing their work badges, distinguishes them from the public and if anyone needs assistance or to speak to someone who they feel is safe, they can approach the person wearing a library ID.

The Director's report was unanimously approved.

COMMITTEE REPORTS

1. **Art:** Ms. O'Leary, Chair –A meeting will be scheduled.
2. **Building:** Father Harrington, Chair – A meeting will be scheduled.
3. **Development:** Ms. Ferreira, Chair – Nothing to report.
4. **Finance:** Ms. Fraga, Chair – Nothing to report.
5. **Personnel:** Ms. Rogers, Chair – A meeting will be scheduled.
6. **Policy:** Ms. Blake, Chair – On behalf of Ms. Blake, Ms. Melo asked the Board if they had reviewed the proposed teen room policy which was sent with the packet and asked if they accept it as written. After some discussion, Mr. Cruz made a motion to accept the teen room policy as written; seconded by Ms. O'Leary, and unanimously approved.
7. **Scholarships:** Mr. Cruz, Chair –Nothing to report.

Ms. Rogers made a motion to accept the Committee reports; seconded by Mr. Cruz, and unanimously approved.

OLD BUSINESS

Ms. Melo met with Steven Koczera, City Garage Manager, to discuss the possibility of a replacement vehicle for the current bookmobile. Mr. Koczera will seek three proposals from vendors Ms. Melo communicated with at the ABOS (Bookmobile Conference). The three

vendors were all open to working with the City. Ms. Melo informed the Board that she would pay from the Library State Aid, as the library has accumulated enough money to pay for a new bookmobile. Ms. Melo added this is since she started working for the City, she has been very frugal using the State Aid revenue. Ms. Melo said that the old bookmobile can be stored away to be used for parades. Ms. Rogers asked Ms. Melo when she thinks the library will purchase the new bookmobile. Ms. Melo answered by next year.

NEW BUSINESS

Ms. Melo asked the Board if they would approve monies from the Wilks trust fund to replace the display cases on the 3rd floor of the main library. Ms. Melo added that last year the Board had approved for each branch to spend \$10,000 from the Wilks trust fund monies on furniture or for the needs of each branch. Each location has visibly improved so that they are more welcoming and function for the library patrons and staff members. Ms. Melo added that the special collection department did not received any monies from the Wilks trust fund to spend on improving the visibility of their department, and the display cases need replacement.

Mr. Cruz also points out to the rest of the Board that the display cases were donated to the library some years back and that these cases need to be replaced. The rest of the Board agree. Mr. Cruz made a motion to accept Ms. Melo to use \$10,000 from the Wilks trust fund to purchase new display cases for the main library and it was seconded by Ms. Fraga and unanimously approved.

Ms. Melo informed the Board that the new cell phone charging station located in the reference department is working out great, and that the next library that would benefit from this service would be the Howland Green library. The Board agrees. Mr. Cruz added that this is a wonderful set up.

COMMUNICATION

Ms. Melo regrettably informed the Board that Chelsea Hester, Howland-Green Branch Manager, submitted her resignation letter noting her last day being on January 18, 2020 as she has accepted a position at Sails Library Network.

NEXT MEETING:

Regular meeting: Tuesday, January 28, 2020 at 3:30pm at the Main Library.

Meeting adjourned at 4:40 pm.

Clerk,

Lee Blake