

---

## **Minutes of the Board of Library Trustees**

---

The Board of Library Trustees met on June 30, 3:30 PM  
Remotely via Zoom

**Present:** Diana Henry, Vice-Chair  
Carl J. Cruz  
Elsie R. Fraga  
Helen Rogers  
Ann R. O'Leary  
Kimberly S. Ferreira  
Olivia Melo, Director  
Carmen Brodeur, Account Clerk

**Excused:** Very Rev. Constantine S. Bebis  
Lee Blake  
Father Kevin Harrington

**Guest:** Hank Riley

**Called to order:** Ms. Henry called the meeting to order at 3:33 p.m.

Mr. Cruz made a motion to accept the minutes of the May Trustees' meeting; it was seconded by Ms. O'Leary, and unanimously approved.

### **STAFF REPORTS**

Ms. O'Leary made a motion to accept the staff reports; seconded by Mr. Cruz and unanimously approved.

Ms. Rogers commended Allie Copeland, Art Curator of updating the display cases on the third floor. She also recognized Youth Services Librarian, Bethany Coito, for the Wash and Read Project. Ms. Rogers added that it was great to read in the reports that services the library offers continue during these unprecedented times of the Covid-19 pandemic.

Mr. Cruz asked if the weeding of outdated library materials had been completed. Ms. Melo confirmed the project had been completed at Main and at the branches. Due to the collection not having completed a full and intense weeding since 2003, there were many outdated materials on the shelves. Items needing repair or replacement were set aside to be evaluated over the new few months.

Ms. Henry asked if the air conditioner at the Howland Green branch had been repaired since the staff report had been written and Ms. Melo confirmed that it was.

Ms. Henry asked for clarification on the two newspaper subscriptions, the New York Times and Wall Street Journal, mentioned in one report of being suspended and if they were available online. Ms. Melo explained that the suspension was temporary and that payment for these newspapers would be deferred to the subscription once we re-opened to the public. In the meantime, the newspapers available online are the Boston Globe and New York Times via the Online Databases link on the Reference page of the library's website.

The staff reports were unanimously approved.

## **DIRECTOR'S REPORT**

Ms. Melo reported the following; –

- Submitted six enhancements for the FY21 Budget to the CFO's office on March 2<sup>nd</sup>.
- All New Bedford libraries closed to public access on March 17 due to the Covid-19 pandemic.
- The FY21 Budget that was submitted to CFO's office prior to the Covid-19 pandemic and was put on hold for review due to the current circumstances of the Covid-19 pandemic.
- Lights over the rotunda project were completed and turned on June 15<sup>th</sup>.
- Weeding out of library materials has been completed at all New Bedford library locations.
- A DIY project by both Art Curator, Alexandra Copeland and DFFM custodian, William White, to refurbish the display cases on the 3rd floor of the Main library.
- Submitted Continuation of Operation Plan (COOP) to Mayor on March 20th for how services of the library would continue due to the Covid-19 pandemic.
- Curbside pickup and drop off of books approved by the Mayor as of May 26<sup>th</sup>/
- Dept. of Facilities crew has been painting/retouching walls and the woodwork in vestibule, staff entrance room and cataloging offices, beginning May 12th.
- Security cameras were installed at the Casa da Saudade branch by Clear Sound Communications.

Mr. Cruz asked if the proposed 10% benchmark cut to the library's budget would affect the State Aid grant. Ms. Melo anticipates it won't be a problem as the proposed cut was made across all departments as well as this being a factor across all libraries in Massachusetts due to pandemic.

Ms. Melo asked the Board if they would prefer to receive the monthly reports via email or if they would prefer to receive them by post mail. The Board agreed via email is fine.

Ms. Ferreira made a motion to accept the Director's report; seconded by Mr. Cruz and unanimously approved.

## COMMITTEE REPORTS

1. **Art:** Nothing to report.
2. **Building:** Father Kevin Harrington, Chair – Ms. Melo said the lights over the rotunda project on the 3<sup>rd</sup> floor of the Main library have been completed by MV Electric and the artwork around the rotunda is now clearly visible with a beautiful soft lighting.

Mr. Cruz asked Ms. Melo about the Capital Improvement Plan project presented by DFFM which includes a portion for repairs and renovations at the Main Library, for windows replacement etc. and had this project begun. Ms. Melo explained this is ongoing.

3. **Development:** Ms. Kimberly Ferreira, Chair – Nothing to report.
4. **Finance:** Ms. Fraga, Chair - The ten library certificates of deposit mature at the end of May. Ms. Fraga asked Mark Fuller; Asst. City Treasurer, to renew them for two years. She will report more on this at the next meeting once she receives the copies of the certificates of deposit from the Treasures office.
5. **Personnel:** Ms. Rogers, Chair – Nothing to report.
6. **Policy:** Ms. Blake, Chair – Nothing to report.
7. **Scholarships:** Mr. Cruz, Chair – The Scholarship Committee met on June 23<sup>rd</sup> via Zoom and made the recommendation to award the scholarship to two applicants who are enrolled in the Graduate Libraries Study programs. Both applicants are employees of libraries in the Sails Library Network in which the New Bedford Library is also a member. A motion was made to award Kacee Rimer \$1,000 and \$1,500 to Fellisha Desmarias. Mr. Cruz asked the rest of the Board for a motion to accept the recommendations of the Scholarship Committee. Ms. Ferreira made a motion to accept the Scholarship Committee's recommendation; seconded by Ms. O'Leary. Motion passed unanimously.

Mr. Cruz gave a brief description of how the fund was established by the late Mr. Clement L. Yaeger, a Fairhaven resident and longtime New Bedford library employee.

Mr. Cruz made a motion to accept the Committee reports; second by Ms. O'Leary and unanimously approved.

## OLD BUSINESS

Library staff continue with telephone calls, assisting patrons with our online resources, including the free downloadable collection of videos, ebooks, audiobooks, and picture books. Curbside pickup and drop off of library materials has been successful for library patrons.

Items returned to the library are set aside for 72hrs for quarantine.

**NEW BUSINESS**

Rotunda lighting as noted above.

**COMMUNICATION**

Ms. Melo asked Mr. Riley if he would like to ask any questions of the Trustees. Mr. Riley had some suggestions regarding the bookmobile once the library re-opens for the public as he would like to help with the bookmobile generator issue. The Trustees thanked Mr. Riley for his offer and they look forward to his assistance.

**NEXT MEETING:**

Regular meeting: Tuesday, July 28, 2019 at 3:30 pm.

Meeting adjourned at 3:56 pm.

Clerk,  
*Carl Cruz*