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

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The Board of Library Trustees met on December 15, 3:30 PM  
Remotely via Zoom

**Present:** Diana Henry, Vice-Chair  
Lee Blake  
Carl J. Cruz  
Elsie R. Fraga  
Father Kevin Harrington  
Helen Rogers  
Ann O'Leary  
Olivia Melo, Director  
Carmen Brodeur, Account Clerk

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

**Called to order:** Ms. Henry called the meeting to order at 3:32 p.m.

Mr. Cruz made a motion to accept the minutes of the October Trustees' meeting; seconded by Ms. Rogers; unanimously approved.

### **STAFF REPORTS**

Mr. Cruz made a motion to accept the staff reports; seconded by Ms. Rogers.

Mr. Cruz was pleased to see that all locations are keeping patron counts and usage statistics. Ms. Melo added that the metrics are still expected to be collected for the annual budget document as well as the Board of Library Commissioners' yearly submission to the Institute of Museum and Sciences which provides the grants to Libraries.

The staff reports were unanimously approved.

### **DIRECTOR'S REPORT**

Mr. Cruz made a motion to accept the director's report; seconded by Fr. Harrington.

Ms. Melo reported the following; -

- One of the vacant full-time permanent Library Assistant positions was approved for recruitment by the Mayor in November and the position was filled internally.
- The Main library staff continue to cover the City Hall welcome booth. The library staff is scheduled to cover into the end of February and/or beginning of March of 2021.
- An email was sent to Samantha Vasques, President of the Friends of the Library regarding the status of the Friends. This is still a work in progress.
- Contacted by a member of the downtown UMASS Department of Performing and Virtual Arts asking for permission to borrow and display the Casa da Saudade Presepio in their

window, facing the Union Street side as part of the AHA! Christmas festivities. Ms. Melo added this was a last-minute request. She was unsure of the possibility but reached out to Casa da Saudade Branch Manager Daniela Ferreira and with the help of our volunteer, Frank Camara, the exhibit was transferred, installed, and displayed at the UMASS downtown campus on December 7<sup>th</sup>, right on time for the event.

Mr. Cruz noted the absence of Dale Easton reporting on activities as Adult Services Librarian. Ms. Melo explained that Mr. Easton has been out on medical leave for several months due to ongoing health issues. Mr. Cruz expressed his concern.

Mr. Cruz asked if there were concerns from the staff at Howland-Green branch as there is a vacancy of the branch manager. Ms. Melo explained that the branch is currently only staffed with a part-timer as the other part-timer and full-time assistant resigned in the summer. A long tenured Library Assistant, previously assigned to Bookmobile, was assigned to the branch to assist the Head of Branches with management of this location. It remains closed to the public and it is only offering 'call ahead curbside service' to insure there is adequate staffing on site to manage the service.

The director's report was unanimously approved.

## **COMMITTEE REPORTS**

- 1. Art:** Ms. O'Leary, Chair - Art Committee met twice in the month of November. At each meeting, the Committee accepted seven items donated for a total of 14 items all together. A portfolio with the information and photos of the items to be accepted were sent to the Committee ahead of the virtual meeting for review. Ms. O'Leary asked the rest of the Board for their approval and for a motion accepting the recommendation of the Art Committee to accept the items into the collection. The Board accepted the recommendation as presented; seconded by Ms. Rogers; unanimously approved.
- 2. Building:** Father Kevin Harrington, Chair – The rug in the meeting room is frayed and has been in need of replacement for several years and/or seeing if the cork floor can be repaired. The Committee has approved the Director's request to begin seeking quotes for the project with the help of the Department of Facilities.
- 3. Development:** Ms. Kimberly Ferreira, Chair – Nothing to report.
- 4. Finance:** Ms. Fraga, Chair – Nothing to report.
- 5. Nominating:** Ms. Fraga, Chair – The appointment of a Vice-Chair has been conducted at the September meeting of the Board. Due to some of the meetings being postponed early in the Summer due to the pandemic, the timeframe for routine Board matters has been impacted. The nomination of a Vice-Chair for the 2020-2021 term was moved to the month of November. Ms. Fraga met with her Committee via telephone and the recommendation was to re-appoint Ms. Diana Henry for another term as Vice-Chair.

6. **Personnel:** Ms. Rogers, Chair – The vacancy of a branch manager for Howland-Green will most likely not be filled until the spring due to the CFO's 45 day hold before beginning recruitment to fill a vacant position. Added to this timeframe is the amount of time for the requisition to travel between Auditor's, Personnel and the Mayor's office for signatures.

Ms. Rogers noted that a Personnel Committee meeting will be scheduled in January for the yearly evaluation of the Director.

7. **Policy:** Ms. Blake, Chair – Noting to report.

8. **Scholarships:** Mr. Cruz, Chair – Nothing to report.

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

#### **OLD BUSINESS**

The FY21 Budget Enhancement request for the promotion of Bethany Coito from Pre-Professional Librarian to Youth Services Librarian was not approved for a July start. The request was resubmitted to the CFO in September at which time he approved it given the slight increase in salary could be absorbed by the Library's budget as a result of several vacancies in July. The promotion for Ms. Coito as Youth Services Librarian was approved by the Mayor for a December 7<sup>th</sup>.

#### **NEW BUSINESS**

Ms. Fraga asked for a motion to accept the recommendation of the Nominating Committee to re-appoint Ms. Henry, as Vice Chair for the 2020-2021 term. Mr. Cruz made the motion; seconded by Ms. Blake; motion was passed.

#### **COMMUNICATION**

Ms. Henry invited the members of the Board to send an email to the staff recognizing their efforts at providing exemplary patron service during the challenges due to the pandemic.

#### **NEXT MEETING:**

Regular meeting: Tuesday, January 26, 2021, at 3:30 pm at the Main Library and or via Zoom.

Meeting adjourned at 4:07 pm.

Clerk,  
*Lee Blake*