
Minutes of the Board of Library Trustees

The Board of Library Trustees met on January 26, 3:30 PM
Remotely via Zoom

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

Excused: Very Rev. Constantine S. Bebis

Called to order: Ms. Henry called the meeting to order at 3:34 p.m.

Ms. Henry asked for a moment of silence in memory of Father Kevin Harrington who passed away unexpectedly in late December.

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

Ms. Henry informed the Board that she sent an email, on behalf of the Trustees, to the library staff wishing them a Merry Christmas and a healthy and prosperous New Year.

STAFF REPORTS

Mr. Cruz made a motion to accept the staff reports; it was seconded by Ms. Fraga, and unanimously approved.

Mr. Cruz had a question regarding staff assignments to different buildings. Ms. Melo explained it was a balancing of staff resources to cover public access hours at the branches as the Main Library remains closed to public access and the Bookmobile is not providing services to schools or senior housing at the moment.

Mr. Cruz was also wondering why the bookmobile driver was accompanying the staff member to the laundromats. Ms. Melo explained that Mr. Weighmink [the bookmobile driver] is now assisting the part-time employee, funded through the United Way Grant, for the Wash & Read project, which is proving to be very successful. The shelves require constant refilling and organizing and it can be time consuming for one part-time individual. Since the Bookmobile is off the road, this is a good opportunity to run the vehicle as well as serve as a visual of the New Bedford Library offering services during the pandemic outside of library buildings.

Ms. Fraga asked Ms. Melo for more detail on the support letter submitted on behalf of the Museum of the Portuguese Speaking World grant. Ms. Melo explained that the Center for Portuguese Studies at UMass Dartmouth is submitting a grant for the feasibility study for creation of a Museum. As long-time partners of the Center via the Casa da Saudade Branch, it was understandable we would be asked to write a letter in support for the project.

The staff reports were unanimously approved.

DIRECTOR'S REPORT

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

Ms. Melo reported the following:

- A letter of support was submitted to the Mass. Cultural Council Facilities Fund for the development of The Museum of the Portuguese Speaking World, a project of the Center for Portuguese Studies and Culture and the Ferreira-Mendes Portuguese American Archives.
- Vendor, Blinds & Designs was contacted for a quote for roller shades to complete the project [already underway] of replacing the shades in the windows to protect the collection from sun damage at the main library.
- The Library received a gift of \$1,000 from the Enable Hope Foundation/ Deb & Ben Baker to be used for virtual programming costs.
- Mayor Jon Mitchell approved a partial list of vacant positions, including two part time employees - Joann Down & Erica Songco- to full time employees.
- The FY22 Budget kickoff was held on January 13th, and as in prior years, the budget to submit will be level-funded.
- We received four applications for the vacant Howland-Green Library branch manager position. One candidate did not qualify and two withdrew. A former part time library employee, who attended graduate school for Library Studies in California, applied and has been selected as a recommendation for the post.

COMMITTEE REPORTS

1. **Art:** Ms. O'Leary, Chair – The committee did not meet this month. Mr. Cruz asked Ms. Melo about the CPA application submitted by Art Curator, Alexandra Copeland. Ms. Melo reported this application is a continuation to the process begun last year when the library applied for funding to digitize the Whaling Logbooks. Our hope is to apply every year to the CPA to garner funds for the digitization and preservation of Special Collection materials, which also includes art in need of restoration.
2. **Building:** See above in directors report regarding the blinds. The replacement of the rug in the meeting room will be discussed in the future.
3. **Development:** Ms. Ferreira, Chair – Nothing to report.
4. **Finance:** Ms. Fraga, Chair - Library certificates of deposit will be maturing later on this year. She will report more on this as it gets closer.

- 5. Personnel:** Ms. Rogers, Chair – Dale Easton will be retiring as of January 31st after 35 years of service. Ms. Rogers asked the rest of the board for the approval of Ms. Melo's annual evaluation which was developed by the Personnel Committee and shared with the Board. Mr. Cruz made a motion to accept, it was seconded by Ms. Blake; unanimously approved.

Ms. Rogers asked the board to accept the recommendation of the Personnel Committee for the hire of Kristen Cardoso as manager for the Howland-Green branch. Motion made by Mr. Cruz; seconded by Ms. Ferreira; unanimously approved.

Mr. Cruz asked the Board if they supported the purchase of the Whalemen's bookends as a retirement gift for Dale Easton, as has been done in the past. Mr. Cruz made a motion to purchase the bookends, seconded by Ms. Rogers; unanimously approved.

- 6. Policy:** Ms. Blake, Chair – Nothing to report.

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

OLD BUSINESS

Meeting room rug - see above.

NEW BUSINESS

Ms. Melo discussed the submission of the FY22 Budget which is due in February.

Mr. Cruz asked Ms. Melo to purchase books for the collection on subjects that Fr. Harrington enjoyed and affix bookplates on them with the notation *In memory of Father Kevin Harrington*. A motion was made by Mr. Cruz, seconded by Ms. Rogers; unanimously approved.

COMMUNICATION

The Enable Hope Foundation [see above]

Ms. Melo informed the Board she had received a donation of \$500 in the memory of Fr. Harrington and this money will be used to purchase books for the History Room, which would have met with Father's approval, and they will also have bookplates noting *In memory of Father Kevin Harrington, Trustee*.

NEXT MEETING:

Regular meeting: Tuesday, February 23, 2021, at 3:30 pm via Zoom.

Meeting adjourned at 4:11 pm.

Clerk,
Lee Blake