
Minutes of the Board of Library Trustees

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

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

Guest: Kat Saucier, representing Mayor Jon Mitchell

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

Ms. Henry asked for a moment of silence in memory of the Very Reverend Constantine S. Bebis.

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

STAFF REPORTS

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

Mr. Cruz noted the statistics at the Casa da Saudade Branch showed a slight increase in circulation of Portuguese materials. Ms. Melo explained this was a result of the branch manager recently allowing the patrons with materials on hold to enter the library to pick up the items instead of curbside through the back stairway. The steps are very steep and it was a concern to have some of the staff and elders conduct transactions on those steps. The patrons took the opportunity to browse the new materials received since the closure and checked them out. All CDC guidelines and protocols were put in place ahead of the individual patron access.

For those needing more involved library services, they are being directed to the Lawler and Wilks Branch who are open for regular business hours with limited access to resources. Howland-Green and Main still remain closed to the general public.

Mr. Cruz also noted in the report that the Bookmobile driver was assisting part-timer, Ms. Ryckebusch by meeting her at the laundromat sites to fill the bookshelves. Ms. Melo explained he was assisting with the Wash & Read initiative which has been reported under Youth Services. This allows the bookmobile to be visible within the community as well as assist Ms. Ryckebusch re-fill the shelves as part of the United Way Grant which supports this initiative.

Ms. Melo asked the Board to take note of the work done to put documents from the History Room into the Internet Archive. Ms. Goodman has been working steadily with the Boston Public Library to digitize materials and city directories which are now available through the Digital Commonwealth for 'at-home' access..

The staff reports were unanimously approved.

DIRECTOR'S REPORT

Mr. Cruz made a motion to accept the director's report: seconded by Ms. Rogers; unanimously approved.

Ms. Melo reported the following;

- Noted that Kristen Cardoso although just starting as the Howland-Green Branch Manager is a great addition to our team.
- Stated that due to the recent passing of both Father Bebis & Father Harrington, there are 2 vacancies on the Board of Trustees, and that the Mayor has received applications for consideration of these seats. She also stated that the appointment renewal for the 2021 - 2024 term are Carl J. Cruz, Kimberly Ferreira and Father Bebis' seat. Ms. O'Leary was due to be reappointed in 2020 for a term to 2023 and this will be addressed at this upcoming Appointments & Briefings session.
- Library received a donation of a refurbished library book cart from Mr. & Mrs. Kaplan, along with a donation of \$150.00 to be used for the purchase of books for the Children's room and that a letter of recognizing their gift(s) was sent to them.
- Reported that on March 25th, the Mayor approved the recruitment for the vacant position for the Head of Reference/Adult Services Librarian, due to Dale Easton's retirement.

COMMITTEE REPORTS

1. **Art:** Ms. Ann R. O'Leary, Chair - Nothing to report.
2. **Building:** Nothing to report.
3. **Development:** Ms. Kimberly Ferreira, Chair – Nothing to report.
4. **Finance:** Ms. Fraga, Chair - Finance Committee met via phone on March 26th and 29th, 2021, to review the Donations Account and the Trustee Discretionary Fund which is part of this account. Ms. Fraga read from the Minutes of June 19, 2007 in which she made a motion for the Trustees to establish a Discretionary Fund (line item within the Donations Account) to be used to conduct any and all business as it relates to the Trustees for such things as memorial books, flowers, receptions, etc. Mr. Trahan seconded it and it was passed unanimously. Since the initial funds were implemented, there has been no further funds added to this line, so Ms. Fraga suggested that funds from the interest of the Donations Account be added to the Trustee Discretionary Fund line. Everyone was in agreement, A motion was made by Mr. Cruz to move the \$2,368.43 from the Interest from CD line item to the Trustee Discretionary Fund line item; seconded by Ms. Rogers, and unanimously approved.

- 5. Personnel:** Ms. Rogers, Chair – Dale Easton retired as the Head of Reference/Adult Services Librarian at the end of January and the Mayor has approved filling the position. The Director is recommending Joseph Fernandes, currently working as the Branch Manager/Technology Services. Mr. Cruz made a motion to support the Director's recommendation; seconded by Ms. Blake; unanimously approved.

Mr. Cruz asked if the Whalemens bookends for Mr. Easton had been purchased. Ms. Henry will be delivering them to the Director so that they can be given to Mr. Easton.

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

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

OLD BUSINESS

Ms. Henry asked the rest of the Board if they had reviewed the Director's Contract, which was part of the Trustees packet, and if all agreed to accept it as written. A motion was made by Ms. Rogers to accept the contract as written which includes the vacation allotment to be increased from 20 to 30 days; seconded by Ms. Blake; unanimously approved.

Ms. Melo reported that the City Council voted to approve the entire project for the Community Preservation Grant application for funds to restore the William Allen Wall paintings.

Ms. Melo is in receipt of one quote for the meeting room rug replacement at the Main Library and is awaiting two more quotes. The first estimate came in under \$10,000 so this project will not need to go through Purchasing. Once quotes are received, they will be shared with the Board of Trustees for consideration.

NEW BUSINESS

The Head of Reference Job Description is in the process of being updated, but it will not hinder the job post being filled by Joseph Fernandes who will be overseeing all Public Services.

COMMUNICATION

As noted above, Ms. Melo sent an acknowledgement letter to the Kaplans for their donation and a gift plate will be placed on the Spanish children's books purchased with their gift.

NEXT MEETING:

Regular meeting: Tuesday, April 27, 2021, at 3:30 pm via Zoom.
Meeting adjourned at 4:22 pm.

Clerk,
Lee Blake