

Minutes of the Board of Library Trustees

The Board of Library Trustees met on September 24, 2019, 3:30 PM
in the meeting room of the Main Library

Present: Diana Henry, Vice-Chair
Elsie R. Fraga
Helen Rogers
Kimberly S. Ferreira
Ann R. O'Leary
Father Kevin Harrington
Lee Blake

Olivia Melo, Director
Carmen Brodeur, Account Clerk

Via Phone: Carl J. Cruz

Excused: Very Rev. Constantine S. Bebis

Guest: Kristine Arsenault, representing Mayor Jon Mitchell
Alexandra Copeland, Library Art Curator

Called to order: Ms. Henry called the meeting to order at 3:31 p.m.

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

FRIENDS REPORT

Ms. Melo updated the Trustees on the Friends of the Library Annual Meeting held on September 2nd. Treasurer Louise Wheeler, Vice-President Carl Simmons and Public Relations Sarah Mink, resigned from the Board at the end of the 2018-2019 business meeting.

Nomination of officers for the 2019-2020 were cast and approved as follows:

Samantha Vasques - President
Matt Provencher - Vice-President
Christine Vaughan – Treasurer
Nick LeBlanc – Secretary
Katie Gregory – Public Relations

Ms. Vasques with help from Mr. Provencher continues to gather the information necessary to reinstate the Friends 501c3 status. She also garnered approval from the officers to list the Library Director as a signee on the checking account and have access to all banking records.

All Friends documentation will be saved in the Friends Google drive with all officers having access in order to avert previous scenarios of corporation documents not being accessible to all.

STAFF REPORTS

Mr. Cruz made a motion to accept the staff reports; it was seconded by Ms. Blake.

Mr. Cruz referred to the August monthly report from the Special Collections department and the notation of the Masonic Lodge offering to make a full gift and/or donation towards the preservation treatment of portrait of Mayor Henry H. Howland. Ms. Melo will call an Art Committee meeting in early Fall to review the proposal and discuss the offer in more detail.

Also noted by Mr. Cruz in the report was the notation of the water leak on the wall above the photocopier and if a service request had been open with Dept. of Facilities to determine the cause of the leak. Ms. Melo explained the leak was actually water bubbles behind the paint due to backflow from debris in gutters on the roof. Facilities is aware of the gutter issue and there are plans to repair the roof and gutters at the Main library sometime this year through the approved Capital Improvement Plan.

Mr. Cruz was pleased to read in all of the July monthly reports that the New Bedford Symphony Orchestra held mini-concerts at all the library locations. Ms. Melo added the patrons were pleasantly surprised to encounter the mini-concerts on their visit to their library.

The staff reports were unanimously approved.

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

DIRECTOR'S REPORT

Ms. Melo reported the following –

- Submitted personnel requisition to the CFO's office for the promotion of Joseph Fernandes from Pre-Professional Librarian to Technology Services Librarian on July 19th with a 45-day hold (instead of a 30-day hold as in past requests) due to City Council budget cuts. Mr. Fernandes started in his new role on September 8th.
- The final 2019 Book Rich Environment Outreach event for the book-give-away was done on August 22nd with the New Bedford Housing Authority.
- The Howland-Green Library parking lot and neighbor dispute over parking rights (tenant wanted cars in library parking lot towed) was referred to City Planning Dept. for review. Planning department did not have anything on file regarding a garage in the building and referred Ms. Melo to Solicitor's office. This matter is still pending.
- Met with Mark Champagne and Robert Bichel of DFFM to discuss a plan to move the Casa da Saudade's archival collection (currently in a room on the 2nd floor) to the 1st floor once the Immigrants Assistance Center moves their office to the 2nd floor.
- Casa da Saudade Branch Manager, Daniela Ferreira will return to work on November 1st from her maternity leave.
- The approved 2019 budget transfer request of \$8,000 from Salaries & Wages to the capital expense line made it possible to complete the security camera project at Howland-Green as well as to install new cameras at the Wilks Branch. The wiring was already in place at both locations, therefore the cost to update the system was the purchase of software and new cameras. The software allows for remote access

therefore the Howland-Green and Wilks Branch security surveillance system is now accessible at the Main Library, allowing the Watchman to monitor three locations.

The Director's report was unanimously approved.

COMMITTEE REPORTS

1. **Art:** Nothing to report.
2. **Building:** Ms. O'Leary, Chair – Ms. O'Leary reported that the bookmobile generator continues to have issues and replacement cost is around \$9,000. The Board had approved replacing the generator prior to receiving the cost estimate. Given cost will be close to \$10,000, it was decided to hold off on replacing it but to begin looking at other options, such as a replacement vehicle.
3. **Finance:** Ms. Fraga, Chair – A Finance meeting will be scheduled for Wednesday, October 2nd at 11am.
4. **Gifts:** Father Harrington, Chair – Nothing to report.
5. **Nominating:** Mrs. Fraga, Chair - Ms. Fraga made a recommendation to re-appoint Diana Henry as Vice-Chair for 2019-2020; it was seconded by Ms. Rogers, and unanimously approved.
6. **Personnel:** Ms. Rogers, Chair – Ms. Rogers reported that there are several vacant part-time positions across the system with one at Main, one at Howland-Green and just recently, one at Wilks. Fr. Harrington suggested hiring someone who is Spanish speaking for Howland-Green as none of the staff at the branch speak it and they serve a community of Spanish speakers. Ms. Melo explained to Fr. Harrington that the posting for the vacancy at the branch lists Spanish speaking preferred but Spanish speakers are not applying for part-time library positions. There is one staff member who speaks Spanish and she is assigned to work at Main and the Branch.
7. **Policy:** Ms. Blake, Chair –Nothing to report.
8. **Scholarships:** Mr. Cruz, Chair – Ms. Melo said both scholarship awards/checks have been issued to the two recipients.

Ms. Rogers made a motion to accept the Committee reports; it was seconded by Ms. Blake, and unanimously approved.

OLD BUSINESS

Ms. Blake reported that the Trustee Policy Manual updates are still pending, including a statement regarding attendance at Trustee's meeting to meet quorum. The Board of Library Commissioners have sent out information regarding updating policies in the Trustee Manuals and these updates will be used as guidelines for updating the NBPL document when Policy Committee meets sometime in the Fall.

Howland-Green and Wilks library Security Cameras - See above.

Ms. Melo asked the Board for approval of the draft of the revised Program Policy. Mr. Cruz made a motion to accept the Program Policy as written; it was seconded by Ms. Rogers, and unanimously approved.

NEW BUSINESS

Ms. Melo introduced new library member, Alexandra Copeland who began as Art Curator for the New Bedford Library on Monday, September 23rd and was settling in nicely.

Ms. Melo met with the Main Library support staff to discuss the new plan for coverage at the desks and the manager assignments in preparation for the upcoming CreateLab at the Main library. With the absences of Dale Easton, Head of Information Services, due to health issues, the structure of managing the department changed. Amy Ferguson, Information Services Librarian, and Joseph Fernandes, Technology Services Librarian, were assigned to co-manage the Reference department. Mr. Easton will work out of the 1st floor and re-work the circulation desk to be the primary information desk in assisting patrons on their visit to the library. He will assist Bethany Coito, Pre-Professional Youth Services Librarian, with the managing of the 1st floor and be the “manager on duty” for all public service issues.

Ms. Melo received a recommendation from the New York Public Library that to best understand what is currently available on the market for Bookmobiles is to attend the conference. Staff from NYPL did so last year and that is how they came to have the vehicles they have now. This year’s conference will be held in Omaha, Nebraska and Ms. Melo sought the approval of the Board to attend the conference to be held on October 23-25, 2019. The Board agreed this would benefit the library and Mr. Cruz made a motion to send Ms. Melo to the American Bookmobile and Outreach Services (ABOS) Conference and to pay for the expenses from library funds; it was seconded by Ms. Blake, and unanimously approved.

COMMUNICATION

Ms. Melo informed the Board of a group of individuals targeting publicly funded buildings for First Amendment Audits by filming and live streaming it on YouTube. Ms. Melo has advised the library managers on how to handle the situation if it arises at their location and the information has been shared with the Solicitor’s office for legal counsel.

NEXT MEETING:

Regular meeting: Tuesday, October 29, 2019 at 3:30pm at the Main Library.

Meeting adjourned at 4:39 pm.

Clerk,

Lee Blake