
Minutes of the Board of Library Trustees

The Board of Library Trustees met on September 26, 2017, 3:30 PM,
in the meeting room of the Wilks Branch Library

Present: Diana Henry, Vice-Chair
Elsie Fraga
Helen Rogers
Carl Cruz
Jill Horton-Simms
Dr. John Fletcher
Olivia Melo, Director
Carmen Brodeur, Account Clerk

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

Guest: Diane Duprey, President of the Friends of the New Bedford Free Public Library

Called to order: Ms. Henry called the meeting to order at 3:30 pm.

Mr. Cruz made a motion to accept the minutes of the July Trustees' meeting; it was seconded by Dr. Fletcher. Ms. Fraga noted a small correction to be made. The minutes were unanimously approved.

Ms. Henry took the meeting out of order.

STAFF REPORTS

Mr. Cruz made a motion to accept the staff reports and it was seconded by Dr. Fletcher.

Mr. Cruz asked Ms. Melo for an update regarding the communication included in the previous month's Trustee packet from Ms. Goodman concerning the hours of operation for the History room. Ms. Melo reported that communication protocol to the Board of Trustees was discussed with Ms. Goodman.

The Staff reports were unanimously approved.

DIRECTOR'S REPORT

Mr. Cruz made a motion to accept the Directors reports and it was seconded by Dr. Fletcher.

Ms. Melo reported that the shelves donated by Baker Books store to the Casa da Saudade Branch have created the most drastic improvement in the Children's Room. Some of the furnishings from Casa have gone up to the Wilks branch as it works better with their floor plan, so the sharing of resources among branch managers is commendable.

Another major improvement at the branch was the creation of a quiet study room to be used by tutors, small groups and elected officials for office hours. Daniela Ferreira, Branch Manager, cleared out her office and turned it into a study room. It's been well received by the patrons and is being used by teachers, parents and students for quiet study time.

Wayne Lauzon, was selected to be the Van Driver. The vehicle that was used by the previous driver had been parked at the city yard for several months and it was inoperable when re-evaluated for Mr. Lauzon to start his route. The city yard had an SUV on hand that could be utilized for now until the city mechanic can attend the car auction to purchase a vehicle to be used for delivery of library materials to the branches. Mr. Cruz asked if the Van Driver would be able to substitute on the Bookmobile if that driver was out for the day. Ms. Melo explained that the job requirements for the positions were different and Van Driver was a part-time, variable time position, not a permanent, full-time AFSCME position. Mr. Cruz asked Ms. Melo to provide the Board with the job descriptions for Van Driver, Bookmobile Driver and to also include the newly established Watchman so they would be familiar with the role of these positions in the organization.

Shakespeare in Buttonwood Park/Romeo and Juliet was a success thanks to the efforts of Reference Librarian, Amy Ferguson. The partnership of the library with Glass Horse Project in bringing the play to the community did not take into consideration the many hours necessary to pull off the event. Since some of the work could not be done during work hours, Ms. Ferguson worked on her own time and was totally responsible for the physical set up at Buttonwood Park. Ms. Melo was pleased with Ms. Ferguson's approach to this initiative and wished to share this information so her efforts would be recognized by the Board.

The Director's report was unanimously approved.

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – Dr. Fletcher asked Ms. Melo if there were any new updates regarding the two portraits in City Council Chambers. Ms. Melo answered she had met that morning with Mark Champagne of Facilities and the issue of removal for restoration of the pieces was still pending.
- 2. Bookmobile:** Ms. Rogers, Chair – Mrs. Rogers reported that both the gas tank leak & generator shelf for the bookmobile were fixed. The bookmobile was back on the road.
- 3. Building:** Ms. Horton-Simms, Chair – Ms. Melo is waiting for the vendor, Capitol Flooring, to provide a cost proposal before the project can commence. Ms. Horton-Simms suggested the Library Director request DFFM to acquire a dry product to use for cleaning of the new carpets instead of steam cleaning them. The product, *Capture Carpet & Rug Dry Cleaning Powder*, is recommended by the Miliken manufacturer and can be

purchased at Home Depot. The Board supported Ms. Horton-Simms suggestion. Ms. Melo will look into it.

4. **Finance:** Ms. Fraga, Chair – The Finance Committee met on Thursday, August 31st to review expenditures from the revolving donation account the City manages and the donation CD managed by the Trustees. Ms. Fraga informed the Board the following motion was made by the Finance Committee. Motion made by Ms. Henry and seconded by Mr. Cruz to grant the Library Director authority to use up to \$500 per program from the revolving donation account. Anything in excess of \$500 must be brought to the Board and voted on by the New Bedford Library Trustees. A second motion was made by Mr. Cruz and seconded by Ms. Henry, that interest from the donation account (CD) will be deposited in the revolving donation account; motion approved. Dr. Fletcher made a motion to accept the recommendation of the Finance Committee; seconded by Mr. Cruz and unanimously approved.
5. **Gifts:** Father Harrington, Chair – Five copies of *A Children's History of Portugal* by *Sergio Luis de Carvalho* were donated to the New Bedford Libraries by Ms. Fraga and four more copies, donated by Jose Castelo, were on their way for a total of nine books. Mr. Cruz made a motion to accept the gifts; seconded by Ms. Horton-Simms and unanimously approved.
6. **Personnel:** Ms. Rogers, Chair – All vacant and new positions have been filled.
7. **Policy:** Ms. Blake, Chair – Nothing to report.
8. **Scholarships:** Mr. Cruz, Chair – The Board received two acknowledgement letters from Mr. Joseph Fernandes, recipient of the Yaeger and Barnett Scholarships, thanking the Board for the scholarship awards. A motion was made by Mr. Cruz to file both letters in Mr. Fernandes personal file; seconded by Dr. Fletcher and unanimously approved.
9. **Security:** Very Rev. Fr. Bebis, Chair – Ms. Melo reported that FTG Security, our security camera providers were asked for a proposal to replace two malfunctioning analog cameras with digital cameras.

FRIENDS REPORT

Ms. Diane Duprey presented the report of the Friends of the New Bedford Free Public Library. The Friends supported the New Bedford libraries with \$2,000 for the summer reading programs and also funded three *Symphony Tales* events by the New Bedford Symphony's to the NB libraries. The Friends Board authorized the purchase of the Rene Ricard by Al Kaplan photograph in memory of Joan Halter as suggested by Janice Hodson, Art Curator.

Ms. Duprey said the event "*An evening with Eleanor Roosevelt*" was well received. Mr. Cruz asked Ms. Duprey on the status of the Friends filing income taxes. Ms. Duprey reported that the accountant is working on it and is still a work in progress as

this was three years worth of taxes. Ms. Horton-Simms thanked Ms. Dupery for sponsoring the New Bedford libraries with the *Symphony Tales* event and it was appreciated by all those who attended. Cruz made a motion to accept the Friends report; it was seconded by Dr. Fletcher and unanimously approved.

Ms. Horton-Simms made a motion to accept the September reports of the Friends of the New Bedford Free Public Library; it was seconded by Mr. Cruz and unanimously approved.

OLD BUSINESS

Mr. Cruz said the Paul Cyr History Room dedication program will be held October 21st.

Ms. Horton-Simms asked for a motion to support the Local Cultural Council grant for Chuck Hawk to finish two additional creatures for the children's. The Trustees and Library Director support the grant. A motion was made by Mr. Cruz and seconded by Dr. Fletcher and unanimously approved.

Ms. Melo said she will be meeting on Wednesday, September 27th with Jennifer Koerber, Library Technology Consultant to initiate the Tech plan for the New Bedford Free Public Libraries. Ms. Koerber will be visiting all locations to gain familiarity with our setup.

NEW BUSINESS

Ms. Melo asked the Trustees for their approval for replacing the outside signage at the Casa da Saudade Library and for all branch locations. The Board approved the replacement of the sign at the Casa da Saudade as it is part of the Sister Avelar Building and under the care management of DFFM. Other locations would be discussed at a later date.

COMMUNICATION

Nothing to report.

NEXT MEETING:

Regular meeting: Due to the Halloween holiday meeting will be schedule a week before on Tuesday, October 24 at 3:30pm at the Main Library.

Mr. Cruz made a motion to adjourn, it was seconded by Ms. Horton-Simms and passed unanimously.

Meeting adjourned at 4:40 pm.

Clerk,

Lee Blake