
Minutes of the Board of Library Trustees

The Board of Library Trustees met on July 25, 2017, 3:30 PM,
in the meeting room of the Wilks Branch Library.

Present: Diana Henry, Vice-Chair
Very Rev. Constantine S. Bebis
Fr. Kevin Harrington
Elsie Fraga
Helen Rogers
Carl Cruz
Lee Blake
Dr. John Fletcher
Olivia Melo, Director
Carmen Brodeur, Account Clerk

Excused: Jill Horton-Simms

Guest: Karen Stefanik, Branch Manager-Wilks Library

Called to order: Ms. Henry called the meeting to order at 3:35 pm.

Mr. Cruz made a motion to accept the minutes of the June Trustees' meeting; it was seconded by Dr. Fletcher. The minutes were unanimously approved.

Ms. Melo distributed to each Library Board member the summary sheet of the July 11th meeting of the Friends of the New Bedford Free Public Library. Ms. Diane Duprey was not able to attend the Trustee meeting due to personal reasons and asked the Library Director to distribute the Friends summary sheet to the Library Board. Ms. Melo also informed the Board that Ms. Duprey may not be able to attend the Trustees meetings during the school year due to her substitute teaching job but she will attend during the summer. Mr. Carl Simmons, Vice-President of the Friends, will attend on behalf of Ms. Duprey. After the summary, Ms. Melo reminded all Board members of the Friends Annual Meeting on September 5th at 6:00pm. Mr. Cruz made a motion to accept the Friends report; seconded by Ms. Blake and unanimously approved.

STAFF REPORTS

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

Mr. Cruz asked Ms. Melo regarding the June Special Collections monthly report which included a memorandum of hours of operation for the history room. Ms. Melo said she was not aware of the memorandum written by Ms. Goodman until that morning on her return back from vacation. After some discussion regarding the memorandum it was concluded that Ms. Melo will discuss the inclusion of the memorandum with Ms. Goodman.

Mr. Cruz expressed his gratitude and acknowledged the wonderful Cape Verdean display done by Ms. Daniela Ferreira, Casa da Saudade, Branch Manager and Dale Easton, Main Library, Head of Information Services. Mr. Cruz added he had asked them both to do a display on Cape Verdean culture and they both did an excellent job.

Ms. Fraga asked for more detail on the mold in the basement at the Howland Green Library and if anything was being done to remove it as this is a health hazard for the employees. Ms. Melo explained that Ms. Goodman, Head of Special Collections and George Ripley, Branch Manager, are working together in the weeding of the contaminated materials and an additional humidifier will be purchased and installed with the assistance of DFFM.

The Staff reports were unanimously approved.

DIRECTOR'S REPORT

Mr. Cruz made a motion to accept the Director's report; seconded by Dr. Fletcher.

Ms. Melo said the shelving units that were donated by Baker Books Store fits well in each of the branches. The project would not have been successful without the assistance of the groundskeeping staff from DFFM who used their trucks to transport the shelves to the branches. The crew was very efficient in getting the work well done and a letter was sent to the Mayor and Ken Blanchard, Head of DFFM, commending the men for their excellent work.

The car abandoned in the Howland Green library parking lot had been removed after Police notification to the owner. The owner had reported it stolen to the insurance company but never filed a police report. The insurance company called the Howland Green Branch for details and Mr. Ripley explained the steps taken to have owner remove car.

Over 500 books were distributed at the first Book Rich Environment event held on June 24th at Dottin Place on Church Street. The Bookmobile was also present and 24 library cards were issued. Chelsea Hester, Library Assistant I –Part-Time, is training at the Lawler branch for a couple of weeks and then will be assigned to work at the Main Library in the Reference department and History Room.

Mr. Cruz asked about the attendance at the Symphony in the Courtyard event and Ms. Melo said the average attendance was 5 per session. Mr. Cruz commended Ms. Melo for the informational stand which is by the 1st floor elevator doors and suggested the Director buy them for the branches. It's a great idea as it grabs the patron's attentions and the flyers go quick.

Ms. Fraga asked Ms. Melo how often the custodians shampoo the rugs as she noticed a stain in the reading room rug. Ms. Melo explained that the day shift custodian cleans the area daily and the plan is to steam clean the rugs soon. The minor stains will be removed once Olivia daSilva returns from her funeral leave due to her husband's passing. Mr. Cruz asked the Director to mail a sympathy card on behalf of the Library Board of Trustee's.

The Director's report was unanimously approved.

COMMITTEE REPORTS

1. **Art:** Dr. Fletcher, Chair – Dr. Fletcher asked Ms. Melo if there were any developments regarding return of the two damaged portraits from City Council Chambers. The matter is still pending.
2. **Bookmobile:** Ms. Rogers, Chair – Ms. Rogers invited Ms. Stefanik to give a brief report of the bookmobile status. Ms. Stefanik said an electrical issue was found and fixed. It returned to the city garage once and the mechanic found a gas leak. A part of the generator needed to be repaired and both things were fixed by the city mechanics and the bookmobile should be back and running by Saturday.
3. **Building:** Ms. Horton-Simms, Chair – Nothing to report.
4. **Finance:** Ms. Fraga, Chair – the next Finance meeting will August 3rd at 10:00am.
5. **Gifts:** Father Harrington, Chair – Fr. Harrington donated a book to the Main Library History Room. Mrs. Fraga donated a copy of the Art of Portugal for the Casa da Saudade Branch. Mr. Cruz made a motion to accept the gifts and it was seconded by Ms. Rogers and unanimously approved.
6. **Personnel:** Ms. Rogers, Chair – Ms. Melo said Ms. Chelsea Hester our new Library Assistance I – Part- time is a student at Simmons Graduate School of Library Science and she has one year left to complete her MLIS and has an interest in Special Collections. Ms. Hester is a floater between the Lawler and Howland Green library. Ms. Melo said recruitment for the staff enhancements approved by City Council; Youth Services, Van Driver and Watchman were under way. The Watchman position is a 35- hrs full time AFSCME position. Ms. Rogers asked if the Watchman would be wearing a uniform to identify him as someone who is monitoring the building. Ms. Melo explained that the person will wear a lanyard like the rest of the library staff and a dress shirt and tie.
7. **Policy:** Ms. Blake, Chair – Nothing to report.
8. **Scholarships:** Mr. Cruz, Chair – Mr. Cruz said he followed up with Bank of America to determine how much funding will be available next year for scholarship award.
9. **Security:** Very Rev. Fr. Bebis, Chair – Nothing to report.

OLD BUSINESS

Mr. Cruz said the Paul Cyr History Room dedication program will be postponed until October due scheduling conflicts with Mrs. Cyr and Mayor Mitchell.

Ms. Melo said she met with Jennifer Koerber, Library Consultant on June 27th to initiate the proposal of the Tech Plan for the New Bedford Free Public Library. The Mayor has approved funds to be transferred from FY17 to FY18 to cover the expenses of the tech plan.

Mr. Cruz asked if the slight shortfall in the appropriated budget requires a waiver of the Municipal Appropriation Requirement from the Board of Commissioners. Ms. Melo explained that this is the final year we will be able to use Revolving Fund appropriation in the formula and that will cover our requirement. The library does not need to apply for a waiver this year.

NEW BUSINESS

Mr. Cruz made a motion to recommend the current Chair, Diana Henry, to keep the post if she accepts it; seconded by Ms. Fraga and unanimously approved.

COMMUNICATION

Ms. Melo said Amy Ferguson, Reference Branch Manager, Mary Rapoza of the New Bedford Parks & Recreation and herself met with Korey Pimentel of Dark Horse Production to discuss a possible partnership. Mr. Pimentel is interested in putting on a production of *Shakespeare in the Park*. The initial planning involved the play Julius Caesar but changed it to Romeo & Juliet which is a more familiar play. It is now under development and the date for this production is September 16th from 3-6 pm at the Buttonwood Park.

Ms. Melo informed the library Board that Denise Plaskon, Branch Manager at the Lawler Branch applied for a \$10,000 LSTA grant entitled Customer Service in the Digital Era and it was awarded. The Board expressed their gratitude to Ms. Plaskon for her initiative.

Ms. Melo informed the Board that Ken Blanchard of DFFM has approached her about the need to replace the exterior signs at the branches. While the sign at Lawler Branch is in good shape, the other three are in need of replacement. The recommendation is to replace them with signs similar to what the city has at the Andrea McCoy Center. This discussion was tabled for the next meeting.

Mr. Cruz thanked Ms. Karen Stefanik for attending the Trustees meeting and invited Ms. Stefanik to speak a little about her branch. Ms. Stefanik said she is very pleased with all of the repairs and upgrades done at her branch.

Mr. Cruz said there will not be an August Trustees meeting and next meeting will be in September.

NEXT MEETING:

Regular meeting: Tuesday, September 26 at 3:30pm at the Main Library.

Mr. Cruz made a motion to adjourn, it was seconded by The Very Rev. Fr. Bebis and passed unanimously.

Meeting adjourned at 4:46 pm.

Clerk,
Lee Blake