



Board of Library Trustees

November 29, 2016– 3:30 p.m. – **Minutes**

New Bedford Free Public Library

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

Excused: Jill Horton-Simms
Lee Blake
Kristine Arsenault

Called to order: Ms. Henry called the meeting to order at 3:40 pm.

Mr. Carl Cruz made a motion to accept the minutes of the October Trustees' meeting; it was seconded by Dr. Fletcher. Dr. Fletcher noted a small correction to be made in the minutes Dr. Fletcher's name was not included in the October Trustees minutes as he was present for the meeting. The minutes were unanimously approved with the noted correction.

Ms. Joan Halter, President of the Friends of the New Bedford Free Public Library was unable to attend.

STAFF REPORTS

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

Mr. Cruz said he is very pleased with the October circulation monthly report as written by Mr. Joseph Fernandes. Mr. Fernandes has added a brief description of the comparison of the increase and or decrease of the statistics. Mr. Cruz stated the description made it more helpful and understandable for the Trustees to follow the statistics.

Ms. Melo asked the Board if they needed to continue receiving the Head of Branches monthly report from Ms. Karen Stefanik or if it was okay for Ms. Stefanik to stop submitting them. The Board expressed that they still would like to keep receiving these reports by Ms. Stefanik.

The Staff reports were unanimously approved.

DIRECTOR'S REPORT

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

Ms. Melo said due to the vacancies, the library personnel salaries and wages budget line has a substantial surplus. Ms. Melo submitted a request to the City CFO's office for a transfer of \$20,000.00 from the personnel budget to the library capital outlay expense and it was approved by the City Council. Ms. Melo said

these funds will be used for equipment and furniture for the newly developed Digital Learning Center on the 2nd floor of the Main Library.

The Director's report was unanimously approved.

COMMITTEE REPORTS

1. **Art:** Dr. Fletcher, Chair – Dr. Fletcher passed out the November Art Committee minutes and asked the Board and Library Director to take a few minutes to read them. Dr. Fletcher said a complete policy for the Art Committee will be discussed at the December Art Committee meeting. Ms. Rogers asked Fr. Harrington for an update on Mrs. Lameroux's portrait and suggested Mr. Jim Barton be invited to the next Art Committee meeting to report on the status the project. Board agreed with Ms. Rogers.
The Art Committee accepted the Manuel E. Costa portrait to the Historical Collection and Dr. Fletcher asked the Board for a motion to be made in two parts regarding the Manuel E. Costa portrait. Mr. Carl Cruz made a motion as follows: acceptance of the Manuel E. Costa portrait as a gift to the History Collection of the New Bedford Public Library and secondly to work with Ms. Costa to determine on a date for the portrait; it was seconded by Ms. Rogers and unanimously approved.
2. **Bookmobile:** Ms. Rogers, Chair – Ms. Melo informed the Board she had sent an email to Andrew O'Leary, School Department Business Manager, to contact Dr. Joseph Silva regarding the history of the bookmobile funding from the school system. Ms. Melo said she had not yet heard from the School Department.
3. **Building:** Ms. Horton-Simms, Chair – Ms. Melo informed the Board that the rug installation in the Reference Room and Ingram Hall room were to be completed at the start of December. Dr. Fletcher inquired if any of the Board members and or the Library Director read the newspaper article regarding the Taunton Library. The article mentioned the security officer located at the Taunton library. Dr. Fletcher advised Ms. Melo to look into adding a security guard position into the library personnel budget for next fiscal year. Dr. Fletcher feels if Taunton library has a security guard available at their location the New Bedford library should as well. Mr. Cruz agreed with Dr. Fletcher and also advised Ms. Melo to incorporate the security guard into the personnel salary budget for the library. Ms. Melo agreed and will add it to the budget enhancement requests for FY2018.
4. **Finance:** Ms. Fraga, Chair – Nothing to report.
5. **Gifts:** Father Harrington, Chair – Fr. Harrington donated a yearly subscription to Scientific American Magazine for the Main Library.
6. **Personnel:** Ms. Rogers, Chair – Ms. Rogers asked Ms. Melo to invite Ms. Daniela Ferreira, Branch Head at Casa da Saudade to the Trustee's December meeting to properly welcome her aboard. Ms. Melo informed the Board that both vacancies of Library Asst. I –Temporary at the Howland Green Branch had been filled and the vacancy of Library Assistant II in Special Collections has also has been filled.
7. **Policy:** Ms. Blake, Chair – Ms. Melo will be scheduling a meeting with the Policy Committee to discuss the wedding photography and book gift policies for the library.
8. **Scholarships:** Ms. Henry, Chair – Nothing to report.
9. **Security:** Very Rev. Fr. Bebis, Chair – Ms. Melo said the installation of the security cameras was complete and the two remaining cameras, one for the 2R quiet room and for the 3rd floor hallway, were in the process of being ordered and will be installed in December. This will complete the project of having security cameras in all blind spots.

OLD BUSINESS

Ms. Melo said the strategic plan is in full swing. Ms. Melo met with Deb Hoadley, of Hoadley Consulting, to review the meeting she held with City Council President, Linda Morad and Chamber of Commerce Director, Rick Kidder to gather their input for the library's plan.

The management staff is meeting with Ms. Hoadley to assist in the development of the goals and objectives for the strategic plan. The final draft will be reviewed by the Steering Committee before going to the Board of Trustees for approval. Ms. Fraga asked Ms. Melo about the focus group meetings and the end result of the surveys from the branches. Ms. Melo answered that 388 responses were collected from non-library users.

Rug project status, see above.

Ms. Melo said the meeting room use requests and policy are still a work in progress.

NEW BUSINESS

Ms. Melo said the State Aid financial form and petition for waiver of the FY2016 Municipal Appropriation Requirement has been completed and mailed to MBLC. Ms. Melo said the library fell short of meeting the requirement by \$44,000. If the budget enhancement request for a Youth Services Librarian had been approved the library would not have had to apply for the waiver. Ms. Melo anticipates not needing to attend the State Aid hearing in Boston because the library's waiver request is for less than the 5% threshold and library met the requirements for hours and materials.

The Very Rev. Bebis asked how things were going at the Casa da Saudade Library with the new manager. Ms. Melo stated that things are going very well given Ms. Ferreira is Portuguese, very knowledgeable of Portuguese culture and Portuguese libraries and this is a big asset to the Portuguese users at the branch.

Mr. Cruz asked Ms. Melo regarding the Wi-Fi on the 2nd floor at the Main library. Ms. Melo explained she is ordering three additional routers and the MIS staff will be installing one on each floor and it should help with the connections for Wi-Fi.

Mr. Cruz visited the Youth Services room and noted the lack of a photocopier on the first floor and suggested Ms. Melo look into purchasing a photocopier for the children's department to avoid sending children to the 2nd floor to get their copies made. Ms. Melo said she will look at the budget to see if purchasing a photo copier for the children's room is possible this fiscal year. Mr. Cruz made a motion to have Ms. Melo purchase a new photo copier for the children's room of the Main library it was seconded by Ms. Rogers, and unanimously approved.

Ms. Melo said Ms. Amy Ferguson has established classes for computer literacy for patrons and classes are scheduled on Tuesdays from 7-8pm and on Thursdays from 10-11am. Ms. Melo added that the classes started last week and already Ms. Ferguson has a waiting list scheduled for the classes.

Ms. Melo informed the Board that she purchased a new computer desk for the Reference staff to utilize in the Digital Learning area, new chairs for the computer tables that work well with the tile floors and new tables and chairs for the children's room.

COMMUNICATION

Ms. Melo invited the Board to attend the Presepio event at Casa da Saudade on Thursday, December 1st from 6-7pm. Refreshments will be served and the exhibit will be presented by Roberto Medeiros and Frank Camara.

Ms. Melo said the “Thanks-for-Giving” volunteer appreciation reception was once again well received and those in attendance were happy to be recognized.

NEXT MEETING:

Regular meeting: Tuesday, December 27 at 3:30pm at the Main Library.

Dr. Fletcher made a motion to adjourn, it was seconded by The Very Rev. Bebis and passed unanimously.

Meeting adjourned at 4:48 pm.

Clerk,
Lee Blake