



Board of Library Trustees

October 25, 2016– 3:30 p.m. – **Minutes**
Main Library, 613 Pleasant Street

The Board of Library Trustees met on October 25, 2016, 3:30 PM,
in the meeting room of the Main Library.

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

Excused: Father Kevin Harrington
Jill Horton-Simms
Kristine Arsenault, representing Mayor Mitchell

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

Mr. Carl Cruz made a motion to accept the minutes of the September Trustees' meeting; it was seconded by Dr. Fletcher, and unanimously approved.

Ms. Joan Halter, President of the Friends of the New Bedford Free Public Library was not present. No report.

STAFF REPORTS

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

Mr. Cruz reviewed the Circulation report as written by Joseph Fernandes, and asked for clarification on the circulation percentages. If Mr. Fernandes were to add a definition of why the fluctuating statistics instead of just percentages, it would assist the Board in translating the numbers. Ms. Melo will inform Mr. Fernandes that going forward his report is to include a description regarding why the increase and/or decrease of the statics.

Mr. Cruz also reviewed with Ms. Melo the History Room report regarding the light fixtures in the room and if Facilites had replaced the low LED light bulb in the room. He also asked for clarification on the situation with the low battery signal in the sensor alarm in the History Room. Ms. Melo stated that DFFM was made aware of the issues and they had been taken care of.

Mr. Cruz asked if bookmobile services are offered to catholic schools. Ms. Melo explained the current schedule is for 37 stops - 24 being at schools, including catholic schools, and 13 being at neighborhood locations such as Nursing Homes and apartment complexes.

Now that the security cameras have been installed at the Wilks branch library, Ms. Fraga advised Ms. Melo that if any excess money becomes available to use it for a face- lift to the branch. Ms. Melo reviewed the current upgrades to Wilks to go along with the security camera installation, which included painting of the interior, cleaning and replanting grounds on Acushnet Ave. entrance, replacing the broken light pole and scaling the brick wall down to offer more visibility of the branch from the street. These repairs have increased the appearance of the branch significantly and more will come at a later date.

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 The Very Rev. Father Constantine Bebis.

Ms. Melo worked with Dale Easton and MIS staff in re-organizing the Technical Services department into a more organized and efficient space to expedite the volume of new materials needing to be processed. The two Technical Services staff members now each have their own work space to process materials creating a better workflow.

Ms. Melo informed the Board that she did an interview with Jim Marshall of Cable Access for a City Hall Insider episode airing on channel 18. All branches were closed on September 12th for all library staff to attend the focus group meeting as part of the Strategic Planning process.

FTG Technologies is the company that did the upgrading of the security camera system. They are on the state bid list, so the contract was approved by the Purchasing Department. This company does not charge for software maintenance, saving the library \$2,000 per year in maintenance costs. Ms. Melo added that FTG Technologies has done work with libraries, including the Boston Public Library.

Mr. Fernandes first day as Unit C Pre- Professional Librarian was on September 12th and Ms. Daniela Ferreira, Branch Head of Casa da Saudade's first day was on October 24th.

Ms. Melo worked with Ms. Maria Pina-Rocha of MIS on a new software feature to be installed on computers allowing patrons to change the font and color of the screen to meet their individual needs. The software also allows the "text to talk" feature so patrons can have the print read to them via the icon on the top of the page. Ms. Pina-Rocha thought the product was worth installing on city's website so all residents could utilize this service. The library covered the costs for this year and MIS will incorporate it into their budget in upcoming years.

The city employee active shooter trainings were held in the 3rd floor meeting room of the Main Library. Officer Lt. Amos Melo explained and demonstrated different scenarios and what to do if an intruder was to come in. Ms. Melo said this training provided helpful tips and information, and the bookmobile staff were also part of this training.

The Director's report was unanimously approved.

COMMITTEE REPORTS

- 1. Art:** Dr. Fletcher, Chair – Ms. Melo said a meeting will be scheduled soon for the Costa portrait. The Costa portrait is being held with Ms. Janice Hodson, Library Art Curator.
- 2. Bookmobile:** Ms. Rogers, Chair –Ms. Melo had a meeting with Jonathan Carvalho and Andrew O'Leary from the New Bedford School Department to discuss a funding partnership for the Bookmobile as has been done in the past and together, a formula will be developed to be used during school budget planning for next year. Mr. Cruz said the Bookmobile is its own branch considering staff hours, books, supplies, gas/diesel and maintenance to keep it running. Ms. Rogers added everything should be a factor

when coming up with this formula for the Bookmobile. Dr. Fletcher suggested contacting Dr. Silva, previous Trustee and educator as he was present at the time when the school department provided the library with funds. Ms. Blake agreed with Dr. Fletcher.

3. **Building:** Ms. Horton-Simms, Chair – Nothing to report.
4. **Finance:** Ms. Fraga, Chair – Nothing to report.
5. **Gifts:** Father Harrington, Chair – Ms. Blake donated a book to the Main library for the history room a copy of *The Slaves Cause: A History of Abolition by Manisha Sinha*. Ms. Blake said a program is scheduled for Saturday, October 29th to discuss this work. The Very Rev. Father Bebis made a motion to accept the gift of the book in appreciation to Ms. Blake and for it to be used in the history room at the Main library; it was seconded by Dr. Fletcher and unanimously approved.
6. **Personnel:** Ms. Rogers, Chair – Ms. Melo said the vacant Library Assistant II- Reference position has been filled by Russell Ramos. His vacated position as Lib. Asst. I in the Circulation Department will be posted in house first and if no one signs up for it, will be advertised to the public. Ms. Melo said the Lib. Asst. I- temp position will be filled shortly at the Howland Green branch library. Ms. Melo said another Lib. Asst. I- temp will be resigning soon as she will be leaving the library to move to Colorado. Candidates for the Lib. Asst. II- Special Collections vacancy are under way and a recommendation will be made soon to the Personnel Office.
7. **Policy:** Ms. Blake, Chair – Nothing to report.
8. **Scholarships:** Ms. Henry, Chair – Nothing to report.
9. **Security:** Very Rev. Fr. Bebis, Chair – As noted in the Director's report above, FTG has begun the upgrade of the software and added six additional digital cameras to the system. Additional cameras were installed in the reading rooms on the 2nd floor, in the study rooms and in the microfilm area.

OLD BUSINESS

Ms. Melo informed the Board that the Strategic Plan is in full swing and with survey responses being collected. Due to a small amount of responses, Ms. Melo will be meeting with the Department Heads to discuss a more efficient way to promote the surveys to the public as this is an important part of the strategic plan for the library.

Ms. Melo said the rug project is coming along very nicely with the children's and stacks area work being complete. Everyone is happy with the results and the rugs look beautiful and modern, matching nicely with the cranberry shelves. The green in the children's room is lighter than anticipated but matches perfectly with the colors of the floor rug and furniture in the room. Ms. Rogers said the sample of the rug used to choose was a little tiny block so it was hard to really see the colors Ms. Rogers agreed the rugs turn out beautifully.

NEW BUSINESS

Ms. Melo met with Eric Cohen, City Solicitor, to review the Meeting Room Policy as it pertains to refreshments at meetings. The NBFPL Policies, Rules and Regulations document needs to be modified to allow for refreshments in the meeting room. It currently states that food is not allowed in the meeting room, but also states that consumption of food is not allowed in open public areas. Ms. Melo added the library meeting room is getting a lot of requests for use by groups wanting to serve food, or needing IT help or conference center assistance and these cannot be accommodated. A clearly defined procedure for staff to use with group requests is what Eric Cohen will be assisting the Library Director in developing. Mr. Cruz agreed with Ms. Melo to have the City Solicitor look into what is the best way to handle this situation and come up with a policy and procedure that would benefit all.

COMMUNICATION

Ms. Henry read out loud a thank you letter that was sent to Ms. Melo, by Mr. Arthur Motta, thanking the NBFPL reference department staff, specifically Maria Connelly, for her excellent assistance with a research request he had.

Mr. Cruz stated that now with Ms. Henry becoming Vice-Chair, another Board member needed to volunteer to be clerk for the NBFPL Trustee's minutes. Ms. Lee Blake volunteered to be the signature clerk. Dr. Fletcher made a motion to accept Ms. Blake as the library clerk of the minutes; seconded by Ms. Fraga, and unanimously approved.

Ms. Melo invited the Board to save the date of Thursday, November 17th at 6:30pm for the "Thanks-for-Giving" volunteer reception to be held at the Main Library.

NEXT MEETING:

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

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

Meeting adjourned at 5:01 pm.

Clerk,
Lee Blake