



Board of Library Trustees

September 27, 2016– 3:30 p.m. – **Minutes**

Main Library, 613 Pleasant Street

The Board of Library Trustees met on September 27, 2016, 3:30 PM,
in the meeting room of the Main Library.

Present: Carl Cruz, Vice-Chair
Very Rev. Constantine S. Bebis
Helen Rogers
Diana Henry
Fr. Kevin Harrington
Jill Horton-Simms
Lee Blake
Olivia Melo, Director
Carmen Brodeur, Account Clerk

Excused: Dr. John Fletcher
Elsie R. Fraga

Guest: Kristine Arsenault, representing Mayor Jon Mitchell
Joan Halter, President of the Friends of the New Bedford Free Public Library

Called to order: Mr. Cruz called the meeting to order at 3:40 pm.

Diana Henry made a motion to accept the minutes of the July Trustees' meeting; it was seconded by Ms. Blake, and unanimously approved.

Ms. Joan Halter presented the report of the Friends of the New Bedford Free Public Library. Ms. Halter informed the Board of the two new members to the Friends of the NBFPL. New members are Carl Simmons and Sarah Mink.

Ms. Halter asked the Library Board of Trustees for permission to assist the Mayor's office in fundraising and to be the repository for funds collected from donors for the City Hall Art project being organized by the Mayor's office.

The project was explained in detail by Ms. Arsenault. Ms. Janice Hodson, Library Art Curator, has been assisting the Mayor's office with reproduction of library art to be hung on the first floor of City Hall. The cost of the copy and framing is averaging at \$1,000. The Friends, who are a non-profit and 503c organization are set up to be the repository for funds being donated by local businesses to the project. Ms. Arsenault added that eight prints have been selected for reproduction and will be hung as funds are received from New Bedford businesses.

Mr. Cruz asked the Board for a motion. Jill Horton-Simms made a motion to accept the request of the Friends of the New Bedford Free Public Library to assist the Mayor's office with the Art project, which will be reproductions of the Library Art work, to be hung at City Hall. It was seconded by The Very Rev. Father Constantine Bebis, and unanimously approved.

STAFF REPORTS

Diana Henry made a motion to accept the staff reports and it was seconded by Ms. Horton-Simms.

Ms. Rogers asked Ms. Melo what the status was for security cameras at both Lawler and Wilks branch library. Ms. Melo answered that the City electricians had finished installing the cameras at Wilks but for Lawler it is still pending.

Ms. Rogers also asked if the City had finished installing the new AC at Howland Green branch. Ms. Melo explained that DFFM has started the removal of the old AC and it is still a work in progress. The new AC will be up and running for next year as winter is approaching.

Mr. Cruz asked Ms. Melo regarding the empty space on the second floor of the Casa da Saudade branch library and if it belongs to the library or the City. Ms. Melo stated that the building as a whole belongs to the City and they will determine if the 2nd floor space can or should be rented out to another organization now that the Portuguese Official School has moved to the DeMello Center on Union St. Mr. Cruz asked Ms. Melo if the library needed that extra empty space and if we should ask the City for use of the space. Ms. Melo stated that the library does not need the extra space at this time.

The Staff reports were unanimously approved.

DIRECTOR'S REPORT

The Very Rev. Father Constantine Bebis made a motion to accept the Director's report and it was seconded by Ms. Horton-Simms.

Ms. Melo informed the Library Board that the documentation requested at the previous Trustees meeting regarding No Trespass on individuals was attached to the August monthly report. As noted on the document, the No Trespass incidents had been reported on previous monthly reports under Highlights at the top of her report. Only omission in reporting these incidents previously were individual's names which will be included going forward as requested by the Board.

Mr. Cruz asked Ms. Melo if any of the individuals being served a contemplation of No Trespass ever appeared at any of the hearings as indicated in the letters they were issued. Ms. Melo answered that none of the individuals had appeared at the hearings and in fact, the letters were all returned as undeliverable. No Trespass notices are handed in person to the individuals by a New Bedford Police officer.

Ms. Melo reported that the upgrading of the security system will be starting soon and this upgrade of the security cameras from analog to digital will help in identifying individuals as the old system images are not clear enough.

Mr. Cruz asked Ms. Melo regarding her reporting of managing sick leave use by library employees. Ms. Melo explained that a few of the employees have, over the years, used sick leave in a pattern or to the point of zeroing it out, requiring a No Pay on the payroll sheet. These No Pay scenarios require the signature of the Director, therefore the issue has to come to her attention. It has been an issue for several years and has gone unaddressed by previous administration. As the pattern appears on current payroll, Ms. Melo is addressing the issue with these individuals.

The Director's report was unanimously approved.

COMMITTEE REPORTS

1. **Art:** Dr. Fletcher, Chair – Ms. Melo informed the Board that a letter was sent to Ms. Costa on behalf of the Art Committee to review the request of her father's portrait and a meeting will be scheduled to discuss the portrait.
2. **Bookmobile:** Ms. Rogers, Chair – Ms. Melo said the bookmobile is starting to need general repairs Ms. Melo added that the bookmobile is at least 10 to 11 years old and the city garage crew are doing their best at keeping it running smoothly. The letter that went to Pia Durkin regarding the possible assistance with funding for the Bookmobile has not garnered a response. Mr. Carvalho, Community Relations Manager for the School department has received a copy of the letter. Ms. Arsenault will check in with Mr. Carvalho to see if any action has been taken. She explained that the school department has not had a surplus of revenue for a few years and that it may not be possible for the funds to be designated for the Bookmobile at this point but that it may be a discussion going forward with the new budget cycle.
3. **Building:** Ms. Horton-Simms, Chair – Ms. Melo said she received an email from Mark Champagne of DFFM that all of the rugs have been ordered and received to date are the Children's room rug which will be installed shortly. The remaining will be done by October.
4. **Finance:** Ms. Fraga, Chair – Nothing to report.
5. **Gifts:** Father Harrington, Chair – Ms. Melo used monies donated in memory of Attorney Henry to purchase books on Ireland and Ms. Henry presented them to the Gift Committee for acceptance.
6. **Personnel:** Ms. Rogers, Chair – The committee met to interview four candidates for the manager position at Casa da Saudade and have selected Daniela M. Ferreira for the position as she met all criteria. Ms. Melo has sent the letter to the Mayor's office requesting the waiver of residence for Ms. Ferreira as she is a resident of Norton. The next City Council meeting will be on October 13th and if a waiver of residency is approved by Council, Ms. Ferreira would start shortly thereafter.

Ms. Rogers asked Ms. Melo on the status of the vacancies of the Library Assistant II positions in Reference and Special Collections and if they had been posted. Ms. Melo stated that both positions were posted in house as per Union regulations and two Library Assistant I employees applied for the reference position. Both candidates have been interviewed after spending some time in the department to determine if it was a good fit for them and one employee has had a change of mind. The Library Assistant II for the Special Collections department garnered no in-house applicants so it is going to be advertised on the City's website for the temporary part-timers and general public to apply.
7. **Policy:** Ms. Blake, Chair – Nothing to report.
8. **Scholarships:** Ms. Henry, Chair – Nothing to report.
9. **Security:** Very Rev. Fr. Bebis, Chair – Ms. Melo will be scheduling a meeting with The Very Rev. Father Bebis to review the status of the security camera upgrades.

OLD BUSINESS

Mr. Cruz read to the Board the recommendation of the Nominating Committee which is comprised of Mrs. Fraga, Ms. Rogers, and The Very Rev. Father Bebis. The committee selected Diana Henry for the upcoming term of Vice-Chair for the New Bedford Library Board of Trustees. The Very Rev. Father Bebis made a motion to accept Ms. Diana Henry as the new Vice- Chair; seconded by Ms. Lee Blake and unanimously approved.

The Board applauded and congratulated Ms. Henry as new Vice- Chair of the NBFPL Board of Trustees. Each Board member took a turn in wishing Mr. Cruz a farewell from his position as Vice-Chair which he has held over the last 10+ years. They recognized his many contributions, hard work and dedication during his tenure in the role. The Board presented Mr. Cruz with a gift of art of the Whalemens statue at the front of the library.

Ms. Melo reviewed with the Board the Strategic Planning timeline and the Focus Group meeting to be held with Ms. Deb. Hoadley of Hoadley Consulting on October 1st in the 3rd floor meeting room. Ms. Melo added that it has been advertised to the media, on the web and on newsletters. Also a survey has been posted to the public both on-line and in paper in the following languages English and Portuguese and the survey will run from October 1st through October 29th. Mr. Cruz said this will provide the library with helpful tools.

NEW BUSINESS

Ms. Horton-Simms informed the Board that the students involved in the “Art in Words” class from Nativity Prep School are working with Ms. Janice Hodson, Library Art Curator and local Artist Chuck Hauk. Ms. Horton-Simms reviewed with the Board that Mr. Hauk is writing a proposal to the Local Arts Council for funds to create 4 unique creatures to donate to the library to be displayed in the children’s room. Mr. Cruz advised Ms. Horton-Simms that a letter needs to be written by Mr. Chuck Hauk that he is donating the four creatures to the New Bedford library. Ms. Blake made a motion to accept the four creatures to be displayed in the New Bedford library children’s room; it was seconded by Ms. Henry and unanimously approved.

Ms. Melo asked the Board for permission to change the hours of operation at all the New Bedford libraries for the holidays of Christmas and New Years Day. With the holidays falling on a Saturday/Sunday this year and staff being entitled to ½ day for Christmas and New Years Eve it poses a problem with staffing at each location. Ms. Melo recommends keeping the library on the same schedule as City Hall of a Monday – Thursday full day opening with a ½ day on Friday and closed on Saturday. The Board agreed to the recommendation and Very Rev. Father Bebis made a motion to accept all New Bedford libraries to be open the same hours of operation as the New Bedford City Hall; it was seconded by Ms. Rogers, and unanimously approved.

COMMUNICATION

Mr. Cruz said the Board received a thank you letter from retiree Ms. Joan Barney. Mr. Cruz read the letter to the Board which thanked them for the Whalemens Statue book ends she received from the Board as a retirement gift. Mr. Cruz asked that Ms. Barney’s letter be added to her personnel file. Ms. Rogers made a motion to accept the thank you letter by Ms. Barney to be filed in Ms. Barneys library employee file, it was seconded by Very Rev. Father Bebis, and unanimously approved.

Ms. Blake added it was very pleasing and very nice to receive a thank you letter from Ms. Barney thanking the Board for the gift.

NEXT MEETING:

Regular meeting: Tuesday, October 25 at 3:30pm at the Main Library.

Ms. Horton-Simms made a motion to adjourn, it was seconded by The Very Rev. Bebis and passed unanimously.

Meeting adjourned at 4:28 pm.

Clerk,
Lee Blake