
Minutes of the Board of Library Trustees

The Board of Library Trustees met on July 27, 2021, 3:30 PM
in the meeting room of the Wilks Branch Library

Present: Diana Henry, Vice-Chair
Carl J. Cruz
Kimberly S. Ferreira
Helen Rogers
Ann R. OLeary
Lee Blake
Olivia Melo, Director
Carmen Brodeur, Financial Asst. I

Excused: Elsie R. Fraga

Guests: Janet Barbosa, representing the Mayor Jon Mitchell
Henry Riley

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

Mr. Cruz made a motion to accept the minutes of the June Trustees' meeting; seconded by Ms. Rogers; unanimously approved.

Ms. Melo introduced Ms. Janet Barbosa, Assistant Chief of Staff to the Mayor and liaison to the Library. Ms. Barbosa replaced Ms. Kristine Arsenault who is now working at the New Bedford Health Department.

STAFF REPORTS

Mr. Cruz made a motion to accept the staff reports; seconded by Ms. O'Leary; unanimously approved.

Ms. Melo noted that Bookmobile Driver, Daniel Weighmink, made some covers for the laptops used on the bus to help hinder the glare of the sun. When utilizing the laptops at events outdoors, the glare was a problem for reading the screens. The covers fit nicely over the laptops and were a cost-effective efficiency item.

Art Curator, Allie Copeland, continues to beautify the office spaces throughout the Main Library with ArtWork from the donated amateur Art which makes up part of the collection. She should be commended for her initiative to place items in areas in need of some artistic touches.

United Way Laundromat Program may be operational again for this upcoming fiscal year but it is still not confirmed. The Memorandum of Understanding needs to be revised to reflect the current staffing allocation now that all library branches have re-opened to full service.

DIRECTOR'S REPORT

Mr. Cruz made a motion to accept the director's report: seconded by Ms. Blake; unanimously approved.

Ms. Melo reported the following:

- The Yaeger Scholarship applicant documents were submitted to Bank of America, awarding \$3,000 to applicant, Fellisha Desmarias, who is currently enrolled in the Graduate Library Studies program at Simmons University and a potential 2023 graduate.
- A letter of Intent which was requested by the New Bedford Arts Museum/Artworks! was written as discussed with the Art Committee with the approval of the full Board. It was sent to Ashley Occhino, Executive Director of the Museum.
- The candidate interviewed for the vacant Adult Services position at the Main Library withdrew her application due to the residency requirement and the waiver policy.
- The Laundromat Project MOU for FY22 was reviewed with Youth Services Librarian Bethany Coito. The project will be funded again but there needs to be revision of some expectations that are not feasible now that the Library has re-opened to the public.
- The Bookmobile will be visiting the Laundromats to restock the shelves with the remainder of the donated books which are being housed currently at the Main Library.
- The proposal submitted to the MBLC requesting \$50,000 from the ARPA (American Rescue Plan Act) for the acquisition of a small-scale bookmobile was submitted and provisionally awarded to the Library.
- As the Libraries are reopening and the public is beginning to enter the buildings again, there has been an uptick in folks photographing and filming in our spaces. One incident at the Main Library with a videographer requires revisiting the discussion of "auditors" seeking to ascertain their 1st amendment right to videotape in public spaces. A videotaping policy will be placed back on the agenda with the Policy Committee.
- The public internet computers have been re-set to the original 60 minute of use per day, per person, in order to accommodate users. (pre-pandemic time allowance was 90 minutes per day). To also provide for adequate social distancing space, the public computers were downsized from 4 per table to 3 per table.

Mr. Cruz questioned why certain magazines were not currently available at the Lawler Branch. Ms. Melo explained there had been a change with the magazine subscription provider per state bid contract. The magazine subscriptions for the New Bedford Libraries cost over \$10,000, therefore procurement law dictates which vendor we can utilize. The current contract award changed from EBSCO to Cox Subscription services through the Massachusetts Cooperative Purchasing Plan.

Branch managers were notified of the change and provided with the information regarding the new vendor and magazines which were available through this vendor awarded the state contract. Each location manager provided a list of magazines they saw the need to keep in their respective collections, therefore any question regarding why magazines were or were not chosen should be directed to the manager of the Branch as they are responsible for collection development for their respective branches.

COMMITTEE REPORTS

1. **Art:** Ms. O’Leary, Chair- Nothing to report, a meeting will be scheduled.
2. **Building:** Vacant - The rug project for the meeting room at the Main Library is on hold.
3. **Development:** Ms. Ferreira, Chair – Nothing to report.
4. **Finance:** Ms. Fraga, Chair - Nothing to report.
5. **Personnel:** Ms. Rogers, Chair – Amanda White is a candidate for the vacant Adult Services position at the Main Library. She is a New Bedford resident, has worked as a part-time employee for the New Bedford Library previously and has 4 years of experience as a Librarian. Ms. Melo introduced Ms. White and recommended her for the position with the approval of the Personnel Committee. Ms. Henry asked if the Board would approve the recommendation and if so, for a motion to be made. A motion was made by Ms. O’Leary; seconded by Ms. Blake; unanimously approved.
6. **Policy:** Ms. Blake, Chair – A Policy Committee meeting will be scheduled.
7. **Scholarships:** Mr. Cruz, Chair - See above.

OLD BUSINESS

The library delivery vehicle which is on order and being purchased with State Aid funds is about 3 months out from delivery as per Carlos Araujo, Fleet Manager for the City. The current delivery vehicle is always in disrepair per the driver’s statement and is often at the city garage for maintenance work. The issues he reports have been evaluated and have been repaired and it has passed inspection. Some of the issues reported, such as brakes not working properly, may be more of an operator than mechanical issue. Mr. Cruz was concerned with the safety for the driver if the mechanical issues continued and asked to go on record to have the driver stop using the vehicle for delivery. Mr. Cruz made a motion to not allow the driver to utilize the current delivery vehicle until it is safe to drive; seconded by Ms. Rogers; unanimously approved. Janet Barbosa, the Mayor's representative, will follow up with the garage to see about getting a temporary replacement delivery vehicle for him to use until the new one is available.

Carlos Araujo, City Fleet Manager has received [3] quotes for the Bookmobile generator. The decision is being made to go with the bid from the contractor Cummings as the City has worked with them before and it was a mid-priced quote. The company provided an actual Proposed Quote document while the other two supplied a price via email.

The Library received the 100 T-Mobile Hot Spots, which were purchased with ARPA funding through the MBLC. T-Mobile will provide the support service on the units at no cost to the Library. There will be 25 Hotspots available per branch and they will be available to patrons for checkout once a Policy is developed and approved by the Board of Trustees. They will circulate for a two-week period with no renewals and borrowers will have to adhere to the Internet Policy.

NEW BUSINESS

The replacement of the roof, windows, fire and security alarm bid process is ongoing and a bid is being procured soon. Contractors have been on site to evaluate the current status of the roof and windows in response to an RFP the city has published for the project.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD

Ms. Henry invited guest Henry Riley if he would like to address the Board with any thoughts or if he had any questions. Mr. Riley responded that he would like to share a few things.

- What is the amount of the quote for the new mini Bookmobile.
Ms. Melo responded that at this time there isn't a quote as the funds were just provisionally awarded.
- Mr. Riley suggested that The NY Public Library uses an electric mini vehicle which costs less to run and is better for the environment and might be good here too. He also suggested that a solar panel could be integrated on the old bookmobile as well, using solar energy to power some things.
Mr. Cruz recognized Mr. Riley as being an Engineer with knowledge of mechanical and solar energy.
- Mr. Riley also shared another concern he had. There appeared to be a lot of pruning of reading materials, that might not have expired or necessarily have been out-of-date in his opinion. He wanted to know if the materials were discarded, donated or moved to other locations.

Ms. Melo explained that during the time the library was closed to the public, a large weeding of the collection occurred at the Main Library. The collection had not received a professional evaluation in over 20 years and the stacks were over-flowing with books which were no longer relevant or outdated. The weeding project was done with the knowledge of the Board of Trustees during the time the library was closed.

Books weeded from the collection were donated, recycled or disposed of depending on condition and relevancy. Those needed to be replaced were set aside for review to determine if newer copies were available. The focus over the next few years will be to re-stock the library shelves with up-to-date books and maintain a collection which is more accessible to all.

COMMUNICATION

A letter was received from the New Bedford Whaling Museum on behalf of the committee "Lighting the Way: Historic Women of the South Coast", applauding the assistance received from MaryEllen Cecil, Jodi Goodman and Alexandra Copeland in the past year.

NEXT MEETING:

Regular meeting: Tuesday, September 28, 2021, at 3:30 pm at the Main Library.
Meeting adjourned at 4:51 pm.

Clerk,
Lee Blake