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## **Minutes of the Board of Library Trustees**

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The Board of Library Trustees met on September 28, 2021, 3:30 PM  
in the meeting room of the Main Library

**Present:** Diana Henry, Vice-Chair  
Carl J. Cruz  
Kimberly S. Ferreira  
Helen Rogers  
Ann R. O'Leary  
Lee Blake  
Olivia Melo, Director  
Carmen Brodeur, Office Assistant

**Excused:** Elsie R. Fraga

**Guest:** Janet Barbosa, representing Mayor Jon Mitchell  
Alexandra Copeland, Library Art Curator  
Emmanuel Fernandes  
Dennis J. Wilkinson II  
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 July Trustees' meeting; seconded by Ms. Ferreira; unanimously approved.

### **STAFF REPORTS**

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

Mr. Cruz noted the Howland-Green Branch report mentioned continued parking lot issues. Ms. Melo explained that she and Kristen Cardoso, Branch Manager, have been working with DFFM for trimming of the tree branches in the courtyard and placing "No Loitering" signs in English and Spanish on the building walls. The "Library Parking Only" signs in the parking lot had been knocked over and are now re-installed. Also helping is Laurie Alfonso, Traffic Commissioner, who has been sending Meter Reader staff to ticket cars belonging to neighbors. The "No Parking" sign on the neighbor's fence cannot be removed by DFFM as the fence is his property. Building and Licensing Departments are reviewing the mixed use of the property adjacent to the Library Parking lot which also has "No Parking" signs installed.

Mr. Cruz reported he visited the Lawler Branch and wanted to mention how the weeding of the collection has made it easier to browse the shelves. He added that the space also feels inviting, open and comfortable and staff were welcoming.

Ms. Blake was delighted to read in the staff reports how many people the New Bedford Libraries are serving. The statistics indicate that we were serving at a 60% service level, which is very impressive, given that the Libraries were partially open and some closed to the public for walk-in access until June 15<sup>th</sup> of 2021.

Ms. Rogers recognized Youth Services Librarian, Bethany Coito, for all the programming she continues to offer in multiple ways. She also commended Howland-Green Branch Manager, Kristen Cardoso, for collaborating with Karen Zukas of the newly opened New Bedford Arts and Cultural Emporium (NBACE) in the Kilburn Mills, in launching a new book group.

Ms. Melo informed the Board the operating hours at the branches as of June 15<sup>th</sup> are six days a week, Monday, Wednesday, Friday & Saturday, 9-5 p.m., Tuesday & Thursday 12-8 p.m.

Mr. Cruz asked Ms. Henry to take the meeting out of order to give guest, Emmanuel Fernandes the floor. Ms. Henry agreed. Mr. Cruz made a motion to take the agenda out of order; seconded by Ms. Blake; unanimously approved.

At this time Ms. Henry gave Mr. Fernandes the floor. Mr. Fernandes re-introduced himself as a member of the Masonic Lodge, located at Union and County Streets, with an interest of donating funds for the restoration of the Abraham Howland Portrait. The plans to hold a fundraiser on September 11<sup>th</sup> at the Rotch-Jones Duff House were cancelled due to Covid restrictions. The organization had hoped to raise an additional \$10,000 at the event to add to the \$15,000 they had already pledged to this initiative. They are still committed to doing so at a later time but for now, the \$15,000 is available to be donated. A date for the donation to be made in front of the portrait to encourage more donations to the Library's Art collection, will be coordinated between Mr. Fernandes and Art Curator, Allie Copeland and members of the Development Committee. The Board expressed their appreciation to Mr. Fernandes for the gift.

Mr. Cruz made a motion to take the agenda back in order as presented; seconded by Ms. Rogers; unanimously approved.

## **DIRECTOR'S REPORT**

Mr. Cruz made a motion to accept the Director's report; seconded by Ms. Rogers; unanimously approved.

Ms. Melo reported the following:

### **August:**

- Reviewed proposal from vendor Matthews Specialty Vehicles for the Ford Transit Bookmobile/Outreach vehicle which includes the floorplan for shelving, cabinetry for wiring, workspace with desk, and exterior features such as awning and lighting.
- Developed a draft of the Hotspot agreement form and Policy using language from the Mass. Board of Library Commissioners (MBLC).
- Contacted DPI to print No Loitering signage in English and Spanish to be placed in the Howland-Green Branch courtyard area to mitigate encampments overnight.
- Blades, the Bruins Mascot, and Mrs. Baker visited the library on August 18<sup>th</sup> as part of the celebration for the Summer Reading Program.

- Signed and submitted to the MBLC the contract for the ARPA (American Rescue Plan Act) for the acquisition of a small-scale bookmobile/outreach vehicle. The funds of \$50,000 were available in the Treasurer's office on August 19<sup>th</sup>.
- Assisted Bethany Coito, Youth Services Librarian with the last Book Rich Environment program for 2021 on August 25<sup>th</sup>.

#### **September:**

- Amanda White, Adult Services Librarian, started on Tuesday, September 7<sup>th</sup>.
- Met with the team from NBAM/Artworks! to revisit the Memorandum of Understanding (MOU) which details what is currently being done in partnership for the City Gallery as a basis for the larger MOU once the expansion of the Museum takes place.
- Received several incident reports from library staff members about a patron on Saturday, September 18<sup>th</sup>. After reviewing the incident with staff members and the Solicitor's office, it was recommended the No Trespass process on this individual should be initiated. A contemplation of suspension was developed and sent to the individual by certified and post mail on Friday, September 24<sup>th</sup>.
- Participated with Shelley Quezada, Outreach Services Coordinator from the MBLC, on September 23<sup>rd</sup> in the 3 Congresso (Conference) de Bibliotecas presented by the University of Coimbra. The moderator was Maria Jose P.F. Carvalho, former Casa da Saudade, Branch Manager. The presentation was titled, *Library Service Beyond Walls*, and focused on our Outreach events, including Wash & Read, Book Rich Environment Events and Pop-Up Libraries in Senior Housing. The PowerPoint was in English, but the narrative was done in Portuguese and presented via Zoom.

Mr. Cruz asked for a review of the No Trespass process. Ms. Melo explained the 1<sup>st</sup> step is to provide the individual with a hearing date and if they don't appear, the suspension notice is served for a 1 year period. If the individual attends the hearing meeting, the decision is made in consultation with a representative from the City Solicitor's office (in attendance at the hearing), if it should be a warning, a 6 month suspension or a 1 year suspension.

#### **COMMITTEE REPORTS**

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

- 1. Art:** Ms. O'Leary, Chair- Nothing to report.
- 2. Building:** Vacant – Nothing to report.
- 3. Development:** Ms. Ferreira, Chair – The Friends of the Library status is still pending.
- 4. Finance:** Ms. Fraga, Chair – Nothing to report.
- 5. Nominating:** Ms. Fraga, Chair–Ms. Rogers reported on behalf of Ms. Fraga –

The recommendation of the Nominating Committee was to re-nominate Ms. Diana Henry as Vice- Chair for the 2021-2022 term. Mr. Cruz made a motion to accept; seconded by Ms. O'Leary; unanimously approved.

**6. Personnel:** Ms. Rogers, Chair – Nothing to report.

**7. Policy:** Ms. Blake, Chair – The committee recommended accepting the Hotspot Policy, which was developed with language suggested by the Board of Library Commissioners to insure compliance with State Aid requirements as well as the Children's Internet Protection Act (CIPA). Mr. Cruz made a motion to accept; seconded by Ms. Rogers; unanimously approved.

The Collection Development Policy is in the process of being reviewed and updated with content written by Joseph Fernandes, Public Services Librarian, as part of his coursework at Simmons School of Library Science. Mr. Fernandes, as an employee of the NBFPL, was awarded the Yeager Scholarship to apply towards his tuition at Simmons and utilized his knowledge of the NBFPL to develop a policy we would be able to utilize to update the 1998 document in need of updating.

## **OLD BUSINESS**

The Memorandum of Understanding 2021 (MOU) between the NBFPL and NBAM/Artworks! will be shared with the City Solicitor's office for review for the final draft.

The delivery van is still "on order" with a potential delivery date of November.

The American Rescue Plan Act (ARPA) award for the purchase of a small-scale outreach vehicle has been received. The proposal acceptance to use Matthews Specialty Vehicles (MSV) is under review by the Purchasing Department for approval to move forward with the proposal.

The lowest bidder for the replacement of the roof and windows at the Main Library withdrew so the City went with the second lowest bidder and the contract has been drafted and is with the vendor but not executed at this time.

## **NEW BUSINESS**

The library met all the statistical benchmarks for the (ARIS) Annual Report Survey to MBLC 2021. The State Aid Financials are due on October 1<sup>st</sup> and we have also met the requirement for materials expenditure, insuring the award of the 2022 State Aid.

Ms. Henry presented the 2021-2022 Committee Assignments to the Board members.

Mr. Cruz updated the Board on his meeting with Lawler Manager, Denise Plaskon, regarding the magazines no longer available and understands that the current vendor does not offer them in print format but they are available in digital format for access via Overdrive.

Mr. Cruz also noted that the City garage had repaired the issues reported by the delivery vehicle driver and it had passed inspection and safe to drive.

## **COMMUNICATION**

Mr. Dennis J. Wilkinson, II, Communications Chairman and Archivist for the Camp Cachalot Alumni Association, donated two hardcover books of the camp history to the Library collection. Mr. Wilkinson gave a brief description of the camp's 75year history and the production of the short run of hardcover books to commemorate its history. Camp Cachalot, in Plymouth, has served as the area's Boy Scout camp since 1946. The Board thanked Mr. Wilkinson for the generous donation. Mr. Cruz made a motion to accept the gift; second by Ms. Ferreira, unanimously approved.

## **ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD**

A guest to the Trustees meeting, Mr. Riley, made a brief statement about saving money on energy using solar panels.

Ms. Barbosa shared with the Board and library Director Ms. Melo that the Mayor Mitchell is pleased, and that the Mayor's office has received several phone calls commending the library director, Ms. Melo, and the staffs at the library.

## **NEXT MEETING:**

Regular meeting: Tuesday, October 26, 2021, at 3:30pm at the Main Library.

Meeting adjourned at 4:36 pm.

Clerk,  
*Lee Blake*