
Minutes of the Board of Library Trustees

The Board of Library Trustees met on December 21, 2021, at 3:30 PM
in the meeting room of the Main Library

Present: Diana Henry, Vice-Chair
Kimberly S. Ferreira
Elsie R. Fraga
Helen Rogers
Ann O’Leary
Lee Blake
Maria Gloria de Sa
Olivia Melo, Director
Carmen Brodeur, Office Assistant

Excused: Carl J. Cruz

Guest: Janet Barbosa, representing Mayor Jon Mitchell
Henry Riley

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

Ms. Henry informed the members of the Board that due to the current status of New Bedford experiencing a rapid spread of the omicron variant after holiday gatherings, there is a possibility of returning to virtual meetings via Zoom if it meets with the approval of the mayor.

Ms. O’Leary made a motion to accept the minutes of the November Trustees’ meeting with some minor grammatical corrections; seconded by Ms. Ferreira; unanimously approved.

STAFF REPORTS

Ms. de Sa made a motion to accept the staff reports; seconded by Ms. Rogers; unanimously approved.

Ms. Rogers asked for additional information to the notation in the Reference Department report regarding the bus station no longer providing bus tickets to travelers. Ms. Melo explained that recently the SRTA bus station is no longer printing out the ticket for Peter Pan, Dattco, and Plymouth-Brockton bus lines. People are being directed to the library to access these companies online to purchase and print out tickets if they do not have access to the service on their phone.

Ms. de Sa asked how the patron count is compiled at each location. Ms. Melo explained that each location counts everyone who enters the library, as opposed to only people who check out books and/or videos so that a more accurate account of people using the library can be obtained as not everyone comes in to check out material. Some come to use the photocopiers, read newspapers or use computers and these metrics do not appear in the circulation metrics.

Ms. Melo asked Ms. Henry for the time to point out some important elements in the staff reports to be recorded in the minutes.

- As of December, the Ancestry for Libraries *at home* service will no longer be available to our patrons. This was a feature offered by the vendor during the closure of public libraries due to the pandemic and it was extended until December. Access to the database will now only be available via computers inside the library, at Main and at branches.
- The furniture from the meeting room at the Casa da Saudade branch, which was being used primarily by the Immigrants Assistance Center, was brought to the Howland-Green branch to replace the older furniture in the teen and meeting rooms, as well as the chairs at the computer stations. This has helped update the branch significantly.
- Branch Managers, Karen Stefanik-Tolman and Kristen Cardoso, have been doing outreach work in their branch neighborhoods with literacy nights and partnership with neighborhood associations.
- Wi-Fi usage at each location is being collected for metrics as more individuals are utilizing their personal devices at each location. Main saw 1,476 hours of Wi-Fi use, with Howland-Green and Wilks also having substantial use. The Casa branch had 0 users.
- Twenty-year employee, Kathleen Andrade, retired from her position of Library Assistant in the Children's department on December 4th. The vacancy is being advertised.
- Passive (grab-n-go) programs is what's in demand now by patrons and all locations are making this service available. Amy Ferguson, Reference Librarian, has come up with a very unique one at Main with "Spice up your Life" which is a monthly program that will provide patrons with bags of pre-prepared spice mixtures, recipe suggestions and corresponding cookbook displays. It is being very well received.

DIRECTOR'S REPORT

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

Ms. Melo reported the following:

- The transit delivery van has not yet been received by the city yard.
- The Presepio da Lagoa, which has traditionally been exhibited at the Casa da Saudade branch was set up at the Main library this year with an opening on December 2nd. State Representative Antonio Cabral, Cable Access, O Jornal, Portuguese Times and the Consul General of Portugal, attended the celebration of the exhibit and it has been well received by the public.
- Assisted the Immigrants Assistance Center on December 3rd with the orientation for the four Afghan families now residing in our community as they adjust to life here in New Bedford. Each family has been issued a Hotspot on a long loan period to use.

We will work with the IAC and Community Services to help the families with job training, ESL classes & library cards when the time is right.

- The second batch of contractors responding to requests for proposals for fire and security alarm work at the Main library did a walk through on December 7th.
- The New Bedford library was certified for the 2022 State Aid, with the 1st payment being deposited on Dec. 9th.
- The mayor recognized the employees nominated for the New Bedford Way Award on December 10th. Alexandra Copeland & Bethany Coito were nominated for their work during 2020-2021. The mayor recognized Allie at the ceremony and Bethany will be receiving a resolution from the mayor soon.

Janet Barbosa noted that the ceremony recognizing Allie can be seen on Cable Access.

COMMITTEE REPORTS

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

- 1. Art:** Ms. O'Leary, Chair-A meeting for the Art Committee will be scheduled for Monday, Jan. 10th at 3:30 P.M. to discuss the 2021 Memorandum of Understanding (MOU) draft between the New Bedford Library and the New Bedford Art Museum / Artworks! and an art donation to the library.
- 2. Building:** Ms. Rogers, Chair – Nothing to report.
- 3. Development:** Ms. Ferreira, Chair – Nothing to report.
- 4. Finance:** Ms. Fraga, Chair – Nothing to report.
- 5. Personnel:** Ms. Blake, Chair – The committee will be meeting to develop the evaluation of the Director to be presented at the upcoming meeting in January.
- 6. Policy:** Ms. Blake, Chair – The Committee met to review and update/revise the Photography and Filming Policy. Ms. Blake handed out the revised policy to the rest of the Board for a review and with everyone in agreement on the need to update the Policy, she made a motion recommending the Board accept the Policy on Photographing & Filming; it was seconded by Ms. Ferreira; unanimously approved.

OLD BUSINESS

Nothing to report in addition to the points noted in the Director's report.

NEW BUSINESS

Nothing to report.

COMMUNICATION

Ms. Melo announced that Ashley Occhino, Executive Director of the New Bedford Art Museum/Artworks! is stepping down from her position to accept a position with the Southcoast Chamber of Commerce. The Art Museum will be recruiting for a new Executive Director.

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

NEXT MEETING:

Regular meeting: Tuesday, January 25, 2021, at 3:30pm at the Main Library or via Zoom.

Meeting adjourned at 4:03 pm.

Clerk,
Lee Blake