
Minutes of the Board of Library Trustees

The Board of Library Trustees met on March 29, 2022, 3:30 PM,
in the meeting room of the Main Library.

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

Excuse: Lee Blake

Guest: Henry Riley
Dale & MaryJane Easton

Called to order: Ms. Henry called the meeting to order at 3:33p.m.

Ms. Henry announced the meeting was being audio recorded by Mr. Riley and Ms. Melo.

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

STAFF REPORTS

Due to the short time frame of the past month, February reports were included with the March reports. Ms. Melo highlighted the following points from the staff reports:

- Kristen Cardoso, manager of the Howland-Green Branch, continues to collaborate with New Bedford Arts and Cultural Emporium (NBACE) in the Kilburn Mill, New Bedford Career Center and is once again offering the Conversation Group in Spanish, in-person at the branch.
- Library Assistant, Amanda Pontes, with the support of her manager, Kristen Cardoso, coordinated and facilitated a Bingo night program for adults after hearing from one of the elderly patrons that the closest place to play Bingo after the closing of Our Lady of Perpetual Help Church is now in Westport. The event had 5 enthusiastic attendees.
- Adult Services Librarian, Amanda White, is working with Harmony House, a men’s recovery residential program in New Bedford, to collect books for their in-house library residents. They are currently working with local organizations to rebuild their in-house library and remove an abundance of outdated materials. Adult Services is reviewing patron donations for relevant materials for their collection.

- Also, Amanda White has put together a creativity for wellbeing table promoting mindfulness and relaxation combining crafts projects and books as a takeaway for both adults and kids.
- Reference Librarian, Amy Ferguson, continues displaying selected books and combining them with tea for the “*Sip & Read*” ‘grab-n-go’ offerings. The theme for February was “*Chai Love You*”, and for March, the theme was “Cold Case” with black vanilla coconut almond tea and books of our True Crime collection.
- Art Curator, Alexandra Copeland, finished the first draft of the Policy and Procedural Manual which includes the Disaster Plan, started by former Art Curator, Janice Hodson.
- Crowd control barriers and information panels were set up in front of low hanging paintings for a more museum feel in the Art Room as visitors to the space has increased steadily over the last few years.

Ms. de Sa noted that the Lawler March report had two different numbers under patron count for the same month. Ms. de Sa asked if it was possible to have the staff reports separated with each department reporting individually instead of all branches being in one report. Ms. Melo explained that they used to be that way pre-Covid, but they are now compiled in a google document (google drive) to have them more standardized than when done individually.

Ms. O’Leary noted the digital statistics for the New Bedford High School Yearbooks collection at over 4,000 views and thanked Jodi Goodman, Special Collections Librarian, for her diligent work in getting the yearbooks digitized.

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:

- FY23 budget submitted to the CFO’s office level funded as requested with six enhancement requests, including a request for a monitor at Howland-Green.
- Processing of a No Trespass notice to a patron at the Howland-Green after several incident reports were received.
- Candidates interviewed for the part-time vacancy position and recommended the hiring of Paulo Sousa, a former part-time employee who had resigned to work abroad and is now back in the city. He is assigned to the Howland-Green branch and will cover at the Casa branch when needed as he is bilingual in English and Portuguese.
- Library Assistant, Maria Connelly, retired with 46 years of service on February 28, 2022.
- Casa da Saudade Branch Manager, Daniela Ferreira Moutinho resigned from her position effective February 28th due to family circumstances.

Ms. Fraga was happy to read the job description for the Casa da Saudade manager position included the requirement of oral and written skills in Portuguese. Ms. de Sa agreed and asked if the vacancy had been advertised. Ms. Melo explained that the Personnel department handles all the job postings and that this position has been posted in the same manner as previously.

COMMITTEE REPORTS

Mr. Cruz made a motion to accept the Committee reports; seconded by Ms. Fraga; unanimously approved.

1. **Art:** Ms. O'Leary, Chair- Nothing to report.
Mr. Cruz noted that the CPA Committee has approved the request for funds to conserve the George Washington portrait, it will now move forward to the city council for the full vote this Thursday for approval phases.
2. **Building:** Ms. Rogers, Chair – Nothing to report.
3. **Development:** Ms. Ferreira, Chair – Met with Ms. Melo regarding the Friends of the Library status which has lapsed, so that they can rectify and recruit members to bring it back to fruition and re-establish the 501c3. A marketing campaign will be done in April/May to invite people to become a Friend of the New Bedford Library.
4. **Finance:** Ms. Fraga, Chair – Nothing to report.
5. **Personnel:** Ms. Blake, Chair – Nothing to report.
6. **Policy:** Ms. Blake, Chair – Nothing to report.
7. **Scholarship:** Mr. Cruz – Bank of America has transferred the Clement L. Yaeger Scholarship Fund to New Hampshire Trust Bank and is now waiting for the court to approve the transfer. Once approved, the attorney will send all appropriate documentation. He was also notified that \$3,200 would be available this year to award for distribution to qualifying recipients for the 2022-2023 academic year.

OLD BUSINESS

The FY23 Budget was developed and submitted with the following enhancements: addition of a full-time Monitor and/or a part-time Monitor for the Howland-Green branch, increasing the (2) 20 hours permanent part-time Library Assistant positions to (2) 35 hours full-time positions. Increases in the Indirect Line, Oil and Electricity were also requested.

NEW BUSINESS

The FY2023-2028 Strategic Plan development proposal was provided by Deb Hoadley Consulting. Ms. Hoadley worked with the library for the development of the FY2017-2022 five-year plan and the estimated cost would be the same as the prior cost of \$7,500. Mr. Cruz asked which funds would be used for the development of the plan and Ms. Melo noted it would come from the State Aid Award.

Ms. Melo updated the Board on the 20mi2 event which the library is participating in, thanks to it being brought to her attention by Ms. de Sa. The 20mi2 is a movement to co-create,

activate, and celebrate every neighborhood in the 20 square miles that are the port-side city of New Bedford, Massachusetts. Cultural organizations, businesses and individuals throughout the city are coming together to plan and present free city-wide programs and activities both indoors and outdoors for a destination weekend on June 9 – 11th, 2022. Art Curator, Ally Copeland, will be offering tours of the Art collection. Adult Services, Amanda White and Reference Services, Amy Ferguson, are collaborating to organize a local author book fair. Youth Services Librarian, Bethany Coito, will be offering programs for children. It will then proceed to the Dennison Memorial and then on to the Howland-Green branch as a final stop on Saturday.

Ms. Melo informed Ms. Henry, Ms. Blake, and Ms. de Sa about their appointment status due to expire in April of 2022. All agreed to stay on the Board for another 3-year term and the letter requesting their re-appointment to be sent to the mayor's office at end of the meeting.

COMMUNICATION

Mr. Cruz recommended the purchase of the Whaleman bookends as a retirement gift to Library Assistant, Maria Connelly, in recognition of her retirement after 46 years of service. Mr. Cruz made a motion to invite Ms. Connelly to an upcoming meeting to be congratulated and to be presented with the retirement gift; it was seconded by Ms. Rogers and unanimously approved.

Ms. Melo presented Dale Easton with his retirement gift of the Whaleman bookends from the Board and herself. Mr. Easton retired after 36 years of service to the library. After receiving his gift, Mr. Easton expressed his thanks to the Board and Library Director for the support over the years. His dream had always been to be a Reference Librarian and he felt blessed that his dream came true working in his hometown library, the New Bedford Free Public Library.

Ms. Henry invited Mr. Riley if he would like to speak. Mr. Riley inquired if the bookmobile was all set now. Ms. Melo reported that the shelving bracket which had to be ordered for the generator to be installed is on back-order from the supplier. Once it is received, the generator will be installed. The bookmobile is currently on the road as the generator only affects heating and cooling when the engine is shut down.

Mr. Riley also asked Ms. Melo who attended the March 28th budget meeting. Ms. Melo answered it was a departmental meeting with the CFO, Auditor, and Mayor's staff.

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

NEXT MEETING:

Regular meeting: Tuesday, April 26, 2022, at 3:30 pm, at the Howland-Green Library.

Meeting adjourned at 4:17 pm.

Clerk,
Lee Blake