
Minutes of the Board of Library Trustees

The Board of Library Trustees met on May 31, 2022, 3:30 PM,
in the meeting room of the Howland-Green Branch

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

Remotely: Carl J. Cruz

Guest: Kristen Cardoso, Howland-Green Branch Manager
Henry Riley

Called to order: Ms. Henry called the meeting to order at 3:32p.m.

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

Ms. Fraga made a motion to accept the minutes of the April Trustees’ meeting with minor corrections; seconded by Ms. Blake; unanimously approved.

Ms. Henry welcomed new Trustee, Joshua Amaral, who has been appointed to fill the remainder of the term held by Father Constantine Bebis until his passing in March of 2021.

STAFF REPORTS

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

Ms. de Sa stated she appreciated having the statistics included in the combined managers’ report.

Mr. Cruz inquired about the Bookmobile and the progress with the generator installation. Ms. Melo reported that all that needed to be completed was the wiring of the generator which will be done at end of school year. The Bookmobile will be going to Cummings in Dedham to have the wiring done.

Ms. Henry thanked Ms. Cardoso for hosting the meeting at her branch and Ms. Melo asked Ms. Cardoso to bring her staff into the meeting room to be introduced to the Board. She was asked to speak about their role and responsibilities at the branch. Introduced were:

Amanda Pontes, part-time Library Assistant at the branch for the past two years who has recently been promoted to full-time. Ms. Pontes has initiated a Family Night Bingo which has resulted in a multi-generational attendance. Teens who have attended have asked about other game nights and she has begun to introduce those events in the Teen room from 3:30 to 4:30 every Thursday.

Rabiet Dasher, part-time Library Assistant, has set up a very popular craft table in the Children's area for the children to be creative and to entertain themselves or for families to enjoy together.

Paulo Sousa, is a former Casa Branch part-time employee, who had resigned to work abroad. He has returned to New Bedford and is now working at the Howland-Green Branch and will assist at the Casa Branch when needed as he is bilingual in English and Portuguese.

Ms. Melo reviewed the 20mi2 celebration events happening the weekend of June 9-11 and the library's participation throughout the weekend.

DIRECTOR'S REPORT

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

Ms. Melo reported the following:

- The 1st meeting for the new Friends of the New Bedford Free Public Library was a big success with over 20 in attendance and several individuals already agreeing to form a Board of Directors and becoming Members at Large. Next meeting to be held in July.
- Yaeger Scholarship candidate applications were sent to the Committee for review.
- The Quarter 3 of the FY23 Performance Measures were completed and submitted to the CFO.
- Submitted to the CFO's Office the FY23 Revolving Fund letter from the photocopier fees be allocated to the Library for FY23 for maintenance and supplies.
- Continuing with the 20mi2 movement, a Worldwide Knit Out in Public Day event will be held at the Howland-Green Branch on June 11th from 1 – 4 pm where a group will meet on the front lawn to draw attention to the library.

Ms. Henry asked Ms. Melo to report for Art Curator Alexandra Copeland on her monthly report as she was on vacation from May 23rd – May 30th.

Mr. Cruz asked for a motion to be made. Ms. O'Leary made a motion to accept Ms. Copeland's report; seconded by Mr. Amaral and unanimously approved.

Ms. Blake passed a pamphlet around on the showing of "Sailing to Freedom" at the Whaling Museum about the Maritime Dimensions of the Underground Railroad, the people, places, and scenarios in which the waterways were also used in helping escaped slaves find their way to freedom and the sometimes repercussions and political ramifications and violence that often accompanied it and its ties to New Bedford and its politicians & people. This is an example of the collaboration with the Library, Whaling Museum and the Historical Society.

COMMITTEE REPORTS

Ms. de Sa made a motion to accept the Committee reports; seconded by Mr. Amaral; unanimously approved.

1. **Art:** Ms. O'Leary, Chair - An Art Committee meeting will be scheduled for June to vote to accept the Art Collection Policy & Disaster Plan draft, which was started by former Art Curator,

Janice Hodson, and finished by current Curator, Allie Copeland. It will then go to Policy Committee and then to the full Board to vote on it at the September or October meeting.

2. **Building:** Ms. Rogers, Chair – Main Library roof is scheduled for a renovation with funds from the Capital Improvement Plan, starting June 15th and hopefully completed by July 20th.
3. **Development:** Ms. Ferreira, Chair – In July the new Friends of the New Bedford Free Public Library will meet and once they get the group going, they can officially reinstate the 501c3.
4. **Finance:** Ms. Fraga, Chair – All eleven library Certificate of Deposits matured, and they are waiting for the Treasurers decision on whether to roll them over in a short-term deposit. Mr. Cruz asked for a motion to be made on the decision of the renewal of the CDs and Ms. Rogers seconded, and unanimously approved.
5. **Personnel:** Ms. Blake, Chair – The last vacant part-time Library Assistant position has been filled and as of today there are no applicants for the vacant Casa Brach Manager position.
6. **Policy:** Ms. Blake, Chair – A Policy Meeting will be scheduled for July.
7. **Scholarship:** Mr. Cruz – Several applicants applied for the scholarship and are still under review.

OLD BUSINESS

Deb Hoadley, Hoadley Consulting, met with all the staff on Friday, April 28th at the Main Library. All locations were closed from 9:00 am to 1:00 pm to allow for all 38 employees to attend this session. The feedback from the consultant was that it was a very productive morning and enjoyable experience with a lot of idea sharing amongst the staff.

NEW BUSINESS

The FY23 Budget was approved as presented by the mayor. Enhancement requests approved were for electric, oil, and gas in the Charges & Services account lines. There may be a possibility of one other enhancement from Salaries & Wages to be approved if City Council adopts budget as presented.

Mr. Cruz asked if the library met the State requirements for the Board of Library Commissioner's Municipal Equalization and Library Incentive Grants requirements. Ms. Melo confirmed that the budget as presented meets the requirements and as done so for several years as the library has been level funded.

COMMUNICATION

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

NEXT MEETING:

Regular meeting: Tuesday, June 28, 2022, at 3:30 pm, at the Lawler Library.

Meeting adjourned at 4:13 pm.

Clerk,
Lee Blake