
Minutes of the Board of Library Trustees

The Board of Library Trustees met on June 28, 2022, 3:30 PM,
in the meeting room of the Lawler Branch

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

Excused: María Gloria de Sa

Guest: Janet Barbosa, representing Mayor Jon Mitchell

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 May Trustees’ meeting with minor corrections; seconded by Ms. Fraga; unanimously approved.

STAFF REPORTS

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

Mr. Cruz asked about the two upcoming part-time vacancies at the branches. Ms. Melo explained that two of the employees had given their two-week notice, with resignations effective June 30, 2022, to take on full-time positions with other organizations.

Ms. Rogers inquired about the Midwest Tape-Hoopla Engage feature which Mr. Fernandes mentioned in his May monthly report. Ms. Melo explained that it is the downloadable eBooks and audio books service we have had available to patrons for several years. The added feature mentioned in the report, will allow patrons who don’t have a library card to try out the platform to borrow two titles and then informs them of the need to register for a library card to continue with the free service. This feature is tentatively scheduled to begin on July 1st.

Ms. Rogers noted the library program coordinated by Bethany Silva, Wicked Good Henna, a washable tattoo program, was open to all ages. The program was made possible through the gift donation of the Enable Hope Foundation.

Ms. Henry commended all the library staff who participated in the city-wide celebration of the 20mi2 event. She also recognized the following:

Wilks Branch – Hosted Delilah the Giant inflatable Whale in the meeting room. People could go inside the whale and see what it looks like on the inside of a whale. The whale and crew members were provided by the Whale and Dolphin Conservation (WDC).

The staff at this location, all worked together as a team preparing for the 20mi2 event to make the library's participation in the event was successful, and additionally, they volunteered to stay late to distribute water and snacks for the cyclists who came after 5pm on that Friday.

Howland-Green Branch – In celebration of Worldwide Knit in Public Day, a group of knitters met at the branch and were joined by several of our new community neighbors, Afghan women and children, who also participated in the bookmark making event inside the branch.

Ms. O'Leary added that the staff at the Ricketson Nature Center held a letterboxing activity and made a replica of Daniel Ricketson's shanty and put the letterboxing stamps in there for people to find. Now the Wilks library houses the letterboxing shanty permanently for people to come and find.

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:

- Completed and submitted the FY22 United Way Wash & Read end-of-grant report. The line items were as follows: \$6,000 towards the purchase of a new generator for the Bookmobile and \$1,500 towards the purchase of books through Scholastic, Inc. The United Way grant MOU for FY23 to continue with this initiative is in progress.
- The New Bedford Library was invited to participate in this year's Cape Verdean recognition parade on Saturday, July 2nd but due to staffing limitations on the Saturday of the event, the library could not participate this year.
- The custodial coverage for the Main Library has been readjusted so there is evening coverage on Mondays. This change was due the hire of a new custodian and the new Facilities managerial team overseeing the custodians approved the request.
- The Strategic Planning Consultant, Deb Hoadley, met with the Trustees on Thursday, June 9th and with managers on Friday, June 10th. A report is being prepared on the discussion in preparation for establishing goals and objectives for the FY23-28 Plan.
- Attended pin ceremony to recognize staff who have worked for the city for 5-25 years of service. Library employees in this year's pin ceremony were Mary Ellen Cecil (5 years), Amy Ferguson (5 years), Daniela Moutinho (5 years), Joseph Fernandes (15 years), Matthew Moniz (15 years), Karen Tolman (15 years), Ana Monteiro (25 years) and Carmen Brodeur (25 years).
- Accepted the invitation to serve as President of the Sails Library Network for FY24. Have served on the Sails Board throughout the past 19 years as Secretary (2 terms), Treasurer (2 terms) now nominated for Vice-President for FY23 and President for FY24.

Mr. Cruz commended Ms. Melo for all her achievements with the Sails Library Network and the New Bedford Library highlighting the exemplary work she is doing with the library and within the network and is deserving of this recognition by her peers.

Mr. Cruz asked if the library would be receiving any funding this year from the New Bedford Day Nursery and from the Enable Hope Foundation for summer programming. Ms. Melo explained that the New Bedford Day Nursery is a grant which Bethany Silva applies for each year and the Enable Hope Foundation gift donation is received in early winter of each year.

COMMITTEE REPORTS

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

1. **Art:** Ms. O'Leary, Chair- The Art Committee did not meet in June. A meeting will be scheduled sometime in July or August to review the Art Collection Policy & Disaster Plan draft. 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 – The roof renovation for the Main Library has begun and hopefully will be completed by July 20th.
3. **Development:** Ms. Ferreira, Chair – A new Friends of the New Bedford Free Public Library meeting is scheduled for July 13th.
4. **Finance:** Ms. Fraga, Chair – The eleven library Certificate of Deposits have matured and were rolled over for another year at 1.20% and she is waiting to receive the copies of the CDs from the city treasures.
5. **Personnel:** Ms. Blake, Chair – Ms. Melo reported there are currently two Library Asst., part-time positions and the Casa da Saudade Branch Manager position vacant. Ms. Melo has received three applications for the position at the Casa Branch. Two of the applicants did not have any library experience and or qualifications and the third applicant is a currently working as a part-time Library Assistant at the Main library and doesn't have the qualifications needed for the position. Ms. Melo said she will be modifying the job description for the position soon with Personnel to meet the current needs of the branch which is open 3 days per week at this time.
6. **Policy:** Ms. Blake, Chair – A meeting will be scheduled for July.
7. **Scholarship:** Mr. Cruz – A meeting will be scheduled. The committee has received two applications from students enrolled in an American Library Association accredited Graduate School of Library and Information Science.

OLD BUSINESS

Ms. Melo continues to work with Deb Hoadley of Hoadley Consulting on the timeline for the Strategic Plan. Focus Groups conducted by managers are on the schedule for July and August and a survey will be compiled and provided to the general public. The Community Forum, at the Main Library, will be held at the end of August.

Ms. Melo reported that the crew of Capeway Roofing Systems Inc. (Sanford Rd, Westport, MA) working on the roof are being very respectful in their interactions with staff and the public and the work is moving along at a good pace and will be finished soon.

Ms. Melo said that the library budget was reduced on the 200-line charges and services by the city council to FY22 level funding in the electric and oil lines.

NEW BUSINESS

The Casa da Saudade branch hours will be reduced to 24 hours per week due to staffing limitations and the lessening attendance. This branch will be open Tuesday – Thursday, from 9am to 5pm. Patrons will be encouraged to visit the Howland-Green Branch for their library needs on the days this branch is closed.

Ms. Melo updated the Board of Trustees on the Bookmobile service being suspended for the summer.

COMMUNICATION

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

NEXT MEETING:

Regular meeting: Tuesday, July 26, 2022, at 3:30 pm, at the Wilks Branch Library.

Meeting adjourned at 4:12 pm.

Clerk,
Lee Blake