
Minutes of the Board of Library Trustees

The Board of Library Trustees met on July 26, 2022, 3:30 PM,
in the meeting room of the Wilks Branch

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

Excused: María Gloria de Sa
Lee Blake
Kimberly S. Ferreira

Guest: Janet Barbosa, representing Mayor Jon Mitchell
Eric Andrade

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

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

Mr. Cruz asked for a moment of silence in memory of Dr. John J. Fletcher, who served on the Library Board for many years and passed away on July 6, 2022, after a long illness.

STAFF REPORTS

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

Ms. Rogers recognized the increase in circulation statistics for the Howland-Green branch due to the efforts of manager Kristen Cardoso.

Ms. Rogers noted that statistical numbers in the narrative portion of Lawler’s report were missing and asked that Ms. Plaskon, be reminded to list these figures for her location so the Trustees can be aware of the level of activity at her branch.

Mr. Cruz was pleased to see that there was an exhibit on the 3rd floor of panels showcasing the 500-year anniversary of Lagoa, Sao Miguel (New Bedford’s sister city) It was fascinating to read about the efforts made to preserve some of the historical buildings in Lagoa.

DIRECTOR'S REPORT

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

Ms. Melo reported the following:

- Coordinated with the Elections Office on early voting schedules and training for poll workers at the Main Library in August and October.
- Received notice about a delay in the production of Ford chassis for the outreach vehicle from Matthews Specialty Vehicles which now will push the delivery date to 2023.
- The Friends of the New Bedford Public Library met for the 2nd time, and it went well.
- The Memorandum of Understanding with the United Way, Wash and Read Project, was signed for FY23. This year it will involve volunteers refilling the boxes at the laundromats and the library will order the books, store the books from the donation drive and label them for distribution to the Laundromats.
- A position for Watchperson for the Howland-Green branch was approved as a part time permanent [20] hours per week with a benefits package.
- The removal of the fencing and the re-opening of Market Street occurred on July 21st, 2022, which was the timeline set by Capeway Roofing in their workplan.

COMMITTEE REPORTS

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

1. **Art:** Ms. O'Leary, Chair- The Art Committee did not meet in June. A meeting will be scheduled to review the Art Collection Policy & Disaster Plan draft and an art donation to the library. 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 was completed. Capeway Roofing Systems Inc. (Sanford Rd, Westport, MA) started the renovation on the windows and doors that needed repair at the Main library.
3. **Development:** Ms. Ferreira, Chair – Ms. Melo reported on behalf of Ms. Ferreira - The Friends of the Library met on July 13th and are on target to meet quarterly with plans for the annual meeting to be held in September when the Board of Directors can be formally voted into office.
4. **Finance:** Ms. Fraga, Chair – The eleven library Certificate of Deposits have matured and were rolled over and we are waiting to receive copies of the CDs from the City Treasurer.
5. **Personnel:** Ms. Blake, Chair – Ms. Melo said the library received two possible candidates for the [2] vacant Variable-Time Library Assistant positions. There are no

viable candidates for the Branch Manager position and Part-Time Watchperson for the Howland-Green branch at this time.

6. **Policy:** Ms. Blake, Chair – A meeting will be scheduled.
7. **Scholarship:** Mr. Cruz – The Scholarship Committee of the Board of Trustees met on July 13th and interviewed two applicants qualified for the Yeager Scholarship. A motion was made to award \$2,000 to Peyton Hoghton-Papas, who has been accepted to Simmons University School of Library and Information Science for Archives Management in the Fall and \$1,200 to Kayla Lantos, currently enrolled in Master of Library and Information Science Program at the University of Rhode Island and working at the Fall River Public Library where she is a Library Assistant in the Reference department. Mr. Cruz asked the Board for a motion in accepting the recommendations of the Committee to award this year's Clement L. Yeager Scholarship totaling \$3,200. Ms. Fraga made a motion to accept the recommendation; seconded by Ms. O'Leary. Motion passed unanimously.

OLD BUSINESS

Ms. Melo reported that Deb Hoadley of Hoadley Consulting has been corresponding with Christina Connelly in the Mayor's office in reference to the Strategic Plan FY23–28. Mayor Mitchell is aware a new plan is in progress, and he will be kept informed throughout the process. On Saturday August 27th, a Public Community Forum will be held from 9-11 am at the Lawler Branch for patrons to come and share their ideas or provide input toward the new plan.

The Main Library roof repair is complete as reported above.

NEW BUSINESS

Ms. Melo reported monetary donations had been received in memory of Dr. John Fletcher with a designation for the funds be put towards the purchase of children's books. The donations will be deposited into the Fletcher CD to be used as requested and disbursement will be done as per policy. Books purchased with these funds will have bookplates noting *'in memory of Dr. John Fletcher, Trustee'*.

COMMUNICATION

Ms. Melo did a quick interview with Channel 10 news regarding the libraries serving as cooling centers when necessary.

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

Ms. Henry updated the Board on the purchase of the Whaleman bookends as a retirement gift to Library Assistant, Ms. Connelly. They were ordered in February and are currently on backorder. Once they are delivered, Ms. Connelly will be invited to attend the Trustees meeting so the Trustees can properly present this gift to her.

Ms. Henry invited guest Eric Andrade if he would like to address the Board. Mr. Andrade responded that he would like to share his concerns with the Trustees about the New Bedford Free Public Library's Art Loan policy. Art that is part of the library collection, which is free and accessible to all, should not be loaned to organizations that are for profit and will use the library art to generate revenue for their benefit. Discussion followed and the Trustees thanked Mr. Andrade for sharing his viewpoint with them in regard to the art overseen by the library.

The Trustees strongly encourage Branch Managers to attend the meeting when they are being held at their locations to share concerns, or updates with the Board for their branch.

NEXT MEETING:

Regular meeting: Tuesday, Sept 26, 2022, at 3:30 pm, at the Main Library.

Meeting adjourned at 4:45 pm.

Clerk,
Lee Blake