
Minutes of the Board of Library Trustees

The Board of Library Trustees met on Sept 27, 2022, 3:30 PM,
in the meeting room of the Main Library

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

Excused: Lee Blake

Guest: Alexandra Copeland, Art Curator
Maria and Kevin Connelly
Theresa Coish

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

Ms. Henry presented Maria Connelly with the Whaleman bookends as a retirement gift from the Trustees for her 46 years of service to the New Bedford Free Public Library. Ms. Connelly thanked the Board for the recognition and good wishes on her retirement.

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

STAFF REPORTS

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

Ms. Melo recognized the work done by all the managers in facilitating focus groups as part of the process for the Strategic Plan during the months of July, August and in September, and sharing the results of the focus groups with the consultant, Deb Hoadley.

Ms. Henry commended all the staff across all locations for their dedication in creating programs of high interest and their continued efforts to grow attendance to the programs.

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:

- Both the Main and Wilks Library served as cooling centers during the high temperature days from August 5th - 7th.
- Early voting for the State Primary election was held in the meeting room of the Main library on the 3rd floor from August 27- Sept. 2, 2022.
- Met with Judith Keating, Human Resources Director, for assistance on changing the vacant position of Bookmobile Driver Clerk to Library Assistant in order to provide the system with the necessary 35 hours of staff coverage due to several resignations.
- Developed a job description for Community Outreach Services Librarian for the posting in the vacant position of Adult Services Librarian in preparation for the Outreach Vehicle service which will be available in 2023 when the Outreach Vehicle arrives.
- The Public Community Forum for the Strategic Plan was held at the Lawler branch on August 27th and input from attendees will be compiled into the 2023-2028 plan.
- Did an interview with Cable Access on Sept. 15th to present the Strategic Plan process and request community input via the surveys or emails to help formulate the plan.

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 received documentation from Allie Copeland, Art Curator, for the acceptance of three newly donated paintings into the library collection. The Art Committee accepted the professional approval Ms. Copeland had of the pieces and voted to recommend it to the full Board. Ms. O'Leary asked for a motion to accept the Committee's recommendation; Mr. Cruz made the motion; seconded by Mr. Amaral; unanimously approved.

Additionally, Ms. O'Leary reported on the recommendation of Ms. Copeland to make a change in grammar on the Disaster Plan thru the Scope of Collecting Guidelines in the Art Collection Policy. Ms. O'Leary asked the Board if they had reviewed the request and if they accepted the recommendation. Ms. O'Leary made a motion; seconded by Mr. Cruz; unanimously approved.

2. **Building:** Ms. Rogers, Chair – Updating of the fire alarms at the Main library is almost complete. The work was done by M-V Electrical Company and consisted of installing new smoke alarms and an updated fire alarm panel in the vestibule. Lockboxes for keys have also been installed on the outside of all the doors which are kept locked. The key to the lockboxes will be kept at the fire department and will only be used in case of a fire where there is a need to access the space without having to destroy the doors.

She also reported that the Mount Vernon Group Architects were on site at the Wilks library and did a walk through to start planning for the work needed at this branch, which

includes the handicap ramp on the Irvington Ct. side of the building, the window on the Acushnet Avenue entrance, the garage doors, and the switching over from oil to gas heat.

3. **Development:** Ms. Ferreira, Chair – The Friends of the Library met on Sept. 21st and the Board of Directors have officially been voted into office.
4. **Finance:** Ms. Fraga, Chair – The twelve library certificate of deposits that had matured were rolled over, and copies of the CD's have been received from the Treasurer's office.

Ms. Fraga also noted that the monetary gifts received in memory of Dr. John Fletcher, totaled \$795 and will be deposited in the Dr. John & Mary Beth Fletcher certificate of deposit once it matures. The monies collected to-date have been deposited into the Library Donation fund and will be transferred to the CD at maturity date.

Ms. Fraga took the opportunity at this point to recognize Ms. Carmen Brodeur, Office Assistant to the Director, for her professionalism and diligent work in getting all these documents to her in a timely manner whenever it has been asked of her.

5. **Nominating-** Ms. Fraga, Chair – The recommendation of the Nominating Committee was to re-nominate Ms. Diane Henry as Vice-Chair for the 2022-2023 term. Mr. Cruz made a motion to accept; seconded by Ms. Rogers; unanimously approved.
6. **Personnel:** Ms. Blake, Chair – Ms. Melo reported on behalf of Ms. Blake. There are currently three part-time Library Assistant, three Unit C management, and one AFSCME, part-time Watchperson vacancies listed on the Job Opportunities page with the city.
7. **Policy:** Ms. Blake, Chair – Nothing to report.
8. **Scholarship:** Mr. Cruz – Nothing to report.

OLD BUSINESS

Ms. Melo reported that the survey for the FY23-28 Strategic Plan is being developed by consultant Deb Hoadley of Hoadley Consulting and the task list is on target for submission of the plan to the Mass. Board of Library Commissioners in January of 2023. The mayor's office and the Trustees will be kept informed throughout the process.

NEW BUSINESS

Ms. Melo reported that the Howland-Green Library continues to have problems with some loitering, homeless, and young people causing trouble. The Police are aware of the issues at this branch, and they continue to monitor. In the absence of a manager at this branch, the staff are doing their best to mitigate situations with the help of Karen Tolman, Head of Branches.

Ms. Henry will be presenting the 2022-2023 Committee assignments to the rest of the Board members at the next Board meeting after reviewing with everyone their current assignments and modifying as necessary, so everyone is chairing at least one committee.

COMMUNICATION

Ms. Melo shared with the Board the resignation letter from Kristen Cardoso, Branch Manager at the Howland-Green. She resigned as of September 17th to serve Director for the Joseph H. Plumb Library in Rochester. Ms. Melo noted that Ms. Cardoso is an excellent librarian and the town of Rochester will be a good fit for her. Ms. Melo also shared the resignation of Adult Services Librarian, Amanda White as of August 6th to accept the position of Librarian at Wareham High School.

Ms. Melo brought to the Board's attention the possibility of adjusting the job description for the vacant manager position at the Casa Branch. The need to open the net wider to applicants has received the approval of the Human Resources Director and CFO. The Board agreed it is time to re-evaluate the needs of this branch and how it will move forward under a new mission.

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

NEXT MEETING:

Regular meeting: Tuesday, Oct 25, 2022, at 3:30 pm, at the Main Library.

Meeting adjourned at 4:55 pm.

Clerk,

Lee Blake