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## **Minutes of the Board of Library Trustees**

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The Board of Library Trustees met on Oct 25, 2022, 3:30 PM,  
in the meeting room of the Main Library

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

**Guest:** Janet Barbosa, representing Mayor Jon Mitchell  
Alexandra Copeland, Art Curator  
Bethany Silva, Youth Services Librarian

**Called to order:** Ms. Henry called the meeting to order at 3:34 p.m.

Mr. Cruz asked for a moment of silence in honor of former New Bedford Free Public Library Trustee, Peter Barney, who had recently passed away.

Mr. Cruz made a motion to accept the minutes of the September Trustees’ meeting; seconded by Ms. Gloria de Sa; unanimously approved.

### **STAFF REPORTS**

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

Ms. Gloria de Sa inquired about the Hoopla Engage feature noted in the Technology report. Ms. Melo explained it was the downloadable e-book and e-audiobook platform which allows patrons, who do not have a library card to try out Hoopla. It allows the borrow of two titles and provides information to the patron to register for a library card. Mr. Amaral said that he loves using the Hoopla downloadable service from the library.

Ms. Blake commended all the staff across all locations for their dedication and their continued efforts to grow attendance to the programs.

## **DIRECTOR'S REPORT**

Ms. Blake made a motion to accept the Director's report; seconded by Ms. O'Leary; unanimously approved.

Ms. Melo reported the following:

- On October 7<sup>th</sup> submitted to the Massachusetts Board of Library Commissioners, the State Aid application for the New Bedford Free Public Library. In fiscal year 2022 the NBFPL received over \$231,000 in State Aid funds and we anticipate a similar amount for fiscal year 2023.
- Submitted the final report for the American Rescue Plan Act (ARPA) grant for the Outreach Services Vehicle.
- Met with Judith Keating, Human Resources Director to reclass the job description for the branch manager position for the Casa branch to include "a master's in library science preferred" instead of required. As to date, there has not been any candidates applying with an MLS, managerial experience, and fluency in Portuguese. The language requirement remains, and the pay has been dropped from an M-9 category to an M-7 to compensate for the non-MLS requirement.
- Interviewed several candidates for the vacant watchperson position for the Howland Green branch, but even with the full benefits package for the part-time budgeted position, the candidates all declined.
- Met with the city CFO, Michael Gagne to discuss the possibility of changing the vacant part-time watchperson position to a full-time position given the surplus in the library personnel salary and wages line due to the many vacancies. It was approved.
- Interviewed a possible candidate for the full-time watchperson position for the Howland Green library and he is in the process of pre-employment as he accepted the position.
- Both Library Art Curator, Allie Copeland, and I met with the new Director of the New Bedford Art Museum, Suzanne de Vegh and Board Chair, Lawrence Jenkins to discuss future partnership projects between the N. B. Art Museum and the New Bedford Library.
- Wrote two letters of support for the Wicked Cool Places in support of grant applications.
- Received an invitation from Rob Favini, Head of Library Advisory and Development at the Board of Library Commissioners, to fill a seat in the State Advisory Council on Libraries (SACL). The open position is for a public librarian serving a community with a population over 50,000 and with my experience with LSTA grants and with over 20 years as a Library Director, the MBLC team is confident that I would be a great addition to the SACL.

## **COMMITTEE REPORTS**

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

1. **Art:** Ms. O'Leary, Chair- A meeting will be scheduled.
2. **Building:** Ms. Rogers, Chair – Nothing to report.
3. **Development:** Ms. Ferreira, Chair – Nothing to report.

4. **Finance:** Ms. Fraga, Chair – Nothing to report.

Ms. Melo informed the Board that the City Treasurer-Collector, Renee Fernandes, has resigned from the city to serve the Middleborough town and that her last day was October 21<sup>st</sup>. Ms. Fraga recommended sending a card wishing her well on her next journey. A motion was made by Ms. Fraga; seconded by Mr. Cruz; unanimously approved.

5. **Personnel:** Ms. Blake, Chair – Ms. Blake said the Personnel Committee met on October 20<sup>th</sup> to interview two possible candidates. The first candidate applied for the Branch Manager position at the Howland-Green library and was interviewed via Zoom as she is from out of state. The candidate is a Missouri resident and is looking to move back to the northeast to be closer to her family. She is currently working as the Courier Coordinator for Mid-American Library Alliance in Independence, Missouri. The Mid-American Library Alliance provides courier services for interlibrary loan materials to libraries locally within the greater Kansas City area.

The second candidate applied for the Library Specialist position at the Casa da Saudade (which was reclassified from a Branch Manager M-9 to a Library Specialist M-7) and is a New Bedford resident. She has worked previously as a Library Assistant for the New Bedford Free Public Library at the Casa da Saudade Branch from 2001-2003.

The Committee recommended both candidates for hire. Ms. Blake asked if the Board would approve the recommendations and if so, for a motion to be made.

A motion was made by Mr. Cruz to accept the recommendations of the Personnel Committee for the hire of Linda Tarantino as Branch Manager for the Howland-Green Library; seconded by Mr. Amaral; unanimously approved.

Additionally, Ms. Gloria de Sa made a motion to accept the recommendation of the Personnel Committee for the hire of Irene de Amaral as Library Specialist for the Casa da Saudade Library; seconded by Mr. Cruz; unanimously approved.

6. **Policy:** Ms. Blake, Chair – Nothing to report.

## **OLD BUSINESS**

Ms. Melo reported that the survey is being developed by consultant Deb Hoadley of Hoadley Consulting for the FY23-28 Strategic Plan and at the next meeting will share the survey with the trustees. A Portuguese and Spanish survey will also be developed.

## **NEW BUSINESS**

Ms. Melo said a candidate for the part-time library assistant position at Howland-Green was selected and Jessica Griffith has joined the staff on October 12<sup>th</sup>.

Ms. Henry presented the 2022-2023 Committee assignments to the rest of the Board members.

**COMMUNICATION**

None received

**ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD**

**NEXT MEETING:**

Regular meeting: Tuesday, November 29, 2022, at 3:30 pm, at the Main Library.

Meeting adjourned at 4:33 pm.

Clerk,

*Lee Blake*