
Minutes of the Board of Library Trustees

The Board of Library Trustees met on January 31, 2023, 3:30 PM,
in the meeting room of the Main Library

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

Excused: Helen Rogers
Lee Blake

Guests: Janet Barbosa, representing Mayor Jon Mitchell
Irene de Amaral, Casa da Saudade, Branch Manager
Linda Tarantino, Howland Green Library, Branch Manager

Called to order: Ms. Henry called the meeting to order at 3:37 p.m.

Ms. Melo welcomed Irene de Amaral, Casa da Saudade Library, Branch Manager and Linda Tarantino, Howland Green Library, Branch Manager and thanked them both for accepting the Trustees’ invitation to attend and meet them. Ms. Melo introduced them to the Board and they each shared a little background about themselves.

Ms. de Amaral asked for their support with the new program she is developing which will focus on the uniqueness of Casa da Saudade and services to the Portuguese speaking community.

Ms. Tarantino expressed how happy she is to be in New Bedford at the Howland Green branch and how she is looking forward to working with the community, starting with the schools as an introduction to the Spanish speaking community in the branch neighborhood.

Mr. Cruz made a motion to accept the minutes of the December Trustees’ meeting with minor corrections to be made; seconded by Ms. Gloria de Sa; unanimously approved.

STAFF REPORTS

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

Mr. Cruz and Ms. de Sa made note they both liked the format of the monthly reports. Ms. Melo commented that the reports are done now in a Google Drive format where everyone can view the other department's report and it makes it easier to edit and/or change if it's needed.

DIRECTOR'S REPORT

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

Ms. Melo reported the following:

- Ms. de Amaral and Ms. Tarantino began their tenures as branch managers at their respective branches on Tuesday, January 3, 2023, after training at Main and other branches so they can become familiar with the institution and how it operates.
- Once again received a monetary gift from the Enable Hope Foundation (Ben & Deb Baker) in the amount of \$1,000 to be used in programs for youth and adults. Gail Cyr also sent a monetary gift of \$1,000 for the Paul A. Cyr History Room, in his memory, to be used for continued preservation of items in the Special Collections department.
- Participated in the 6th annual Portuguese Moby-Dick readathon on Saturday, January 7th in the Lagoda Room, at the Whaling Museum representing the NBFPL.
- Amazon has changed the process in which municipalities can purchase through them. The new process of "paying by invoice" is now in place for organizations in good standing who qualify. Carmen Brodeur worked with the finance team liaison at Amazon to set it up and avoid a gap in ordering of supplies and materials.
- The Board of Directors for the Friends met on Monday, January 9th to review how to move forward with the checking account. It was updated on January 21st with Chelsea Fernandes, President of the Friends added to the account as primary and Olivia Melo will remain as secondary for the purpose of record keeping.
- A final draft of the Circulation Policy has been developed by the staff committee composed of myself (Director), Joseph Fernandes (Public Services), Amy Ferguson (Information Services), and Karen Tolman (Senior Branch Manager). The draft will be reviewed by the Policy Committee for recommendation to the full Board.
- Met with Nicholas Pereira and Shawn Braz of the City Facilities Department (DFFM) at the Howland Green branch to once again review the needs of the branch building, including uncovering the windows or possible replacement, repair or replacement of the doors in the Teen room, lighting on the exterior of the building on the south side near the parking lot and sidewalk, and the issues with the torn rug in the Teen room as well. One proposal for the door replacement has been received.
- The FY24 Budget kickoff meeting was held on Friday, January 24th with a deadline for submission of the required level funded budget by February 17th. Ms. Melo added that the recently adopted Unit C Classification and Wage plan will have an impact on our salaries & wages line therefore the required increase in our budget will meet the State Aid requirements. This year, two enhancements to the CFO's Office will include increasing the 400-account line (*Materials & Supplies*) budget for the books line and the 200-account line (*Purchase of Services*) due to increased utility costs.
- A meeting was held with the team from MIS (Municipal Information Systems) about the Wi-Fi upgrades at all library locations. The discussion of upgrading and advance Wi-Fi

capabilities at all locations, on all floors, throughout the system has been in discussion for several years and it's possible it could be completed this spring.

- Recognized Branch Manager, Karen Tolman and Youth Services Librarian, Bethany Silva, for their work in applying for grants for programming. A total of \$5,950 from the New Bedford Local Cultural Council was received for this year's Summer Reading.

Ms. Fraga requested that a letter on behalf of the Board be sent to both Ms. Tolman and Ms. Silva commending the work done on procuring these grants for programs for the library.

COMMITTEE REPORTS

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

1. **Art:** Ms. O'Leary, Chair - The Art Committee reviewed the updated Art Collection Policy & Procedure Manual - *Accession* section prepared by Art Curator, Alexandra Copeland. The revised document will be shared with the full Board for a vote with the recommendation from the Art Committee to accept it as written after the *Deaccession* section is reviewed in February. Ms. O'Leary asked for a motion to be made to accept the Art Committee proposal. A motion was made by Mr. Cruz to accept the Art Committee proposal; seconded by Ms. Fraga; unanimously approved.
2. **Building:** Ms. Rogers, Chair –See above in Director's report.
3. **Development:** Ms. Ferreira, Chair – The Friends met on January 9th to review a timeline and action plan on how to move forward with the State and IRS regarding reinstating the 501c3 to a level of good standing. Ms. Ferreira added that she documented the 10 years of monthly reports needed and we are now in a process of securing an attorney to handle this process legally. Hopefully it will be submitted by Spring so it can be approved. Ms. Melo recognized the extensive work performed by Ms. Ferreira and thanked her for her hard work and that her attention to detail is very much appreciated.
4. **Finance:** Ms. Fraga, Chair – The library certificate of deposits will be maturing in June. She will report more on this as it gets closer.
5. **Personnel:** Ms. Blake, Chair – Ms. Melo reported that Natalie Denby will be starting February 13th as the Outreach Services Librarian vacant position.

Ms. Henry said that the personnel committee will be meeting to develop the annual performance evaluation of the Library Director to be presented at the upcoming meeting in February.

6. **Policy:** Ms. Blake, Chair – Meeting to be scheduled.

OLD BUSINESS

Natalie Denby (please see above under- Community Reports-Personnel).

Howland Green grounds (please see above under - Director's report).

NEW BUSINESS

Ms. Melo provided the Board with an update on the Unit C Classification and Salary Plan now that it has been passed. The Finance team and the office of Personnel are working hard behind the scenes to put all the pieces in place to put the ordinance into action smoothly.

COMMUNICATION

Ms. Melo informed the Board of the Press Release regarding the New Bedford Free Public Library's Obituary Index being launched, which indexes the obituaries published in the Standard Times newspaper from 1968 through the present day. It has been very well received in the community and interest has grown in researching obituaries.

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

Ms. Melo attended the Sails Library Network Legislative Breakfast which was held at the Somerset Library this year on Friday, January 20th regarding the Legislative Agenda.

NEXT MEETING:

Regular meeting: Tuesday, February 28, 2023, at 3:30 pm, at the Main Library.

Ms. O'Leary made a motion to adjourn, it was seconded by Mr. Cruz: passed unanimously.

Meeting adjourned at 4:34 pm.

Clerk,

Carl Cruz